Advisor User Manual

Version 3

Project Name : AERO

Prepared and Submitted By

ICA Systems Limited

For the Ministry of Education, in partnership with Ministry of Training, Colleges and Universities

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Introduction and Log-In

This manual is intended for use by advisors (school contacts) that are registered on the Resource Services Library's "Library Management System" (LMS) for the on line ordering of material for special needs students.

The LMS can be accessed over the internet by typing in the following address on your internet browser: *http://rsl.psbnet.ca*

This manual is divided into sections that are specific to the various tasks that can be performed by advisors on this system.

From the LMS, a registered advisor can:

- Register a student
- Browse the Catalogue and order a title for a student
- Order a Course Pack for a student
- View a student's holdings
- Request a renewal for an item already on loan
- Update a student's profile
- Update the advisor's own profile
- Complete and submit the Post Secondary Skill Set Survey

Note that any instructional text in this manual that is **bolded and underlined** refers to either a screen name or an item on a screen.

Logging In as an Advisor

To Log In as an Advisor:

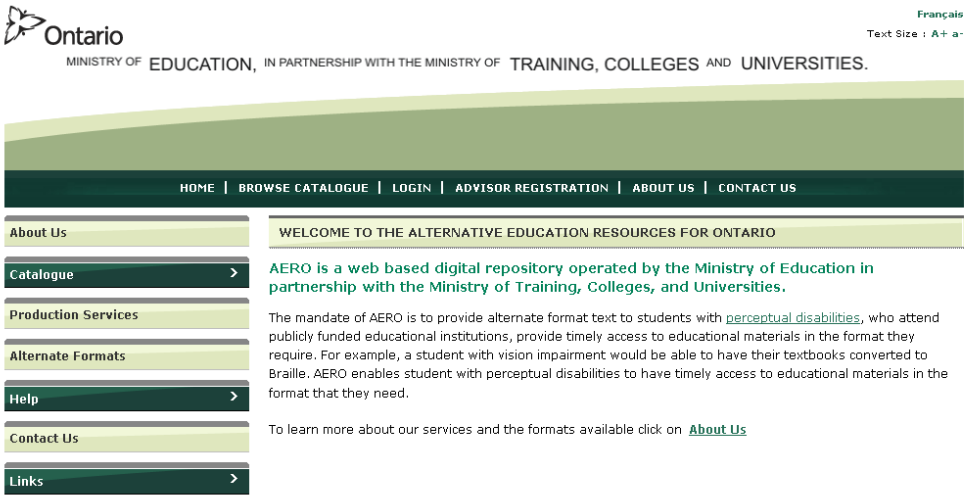
1. Using your internet browser, go to the site ***http://rsl.psbnet.ca/rsl.*** This will display the **Resource Services Library Home Page**.

Figure: Resource Services Home Page

Alternative Education Resources for Ontario
Service ontarien de ressources éducatives en format de substitution
English
FRANÇAIS
Ontario
CONTACT US | PRIVACY | IMPORTANT NOTICES | © ALTERNATIVE EDUCATION RESOURCES FOR ONTARIO - LAST MODIFIED: 23/08/2010 6:00 PM
POUR NOUS JOINDRE | CONFIDENTIALITÉ | AVIS IMPORTANTS | © SERVICE ONTARIEN DE RESSOURCES ÉDUCATIVES EN FORMAT DE SUBSTITUTION - DERNIÈRE MISE À JOUR : 23/08/2010 6:00 PM

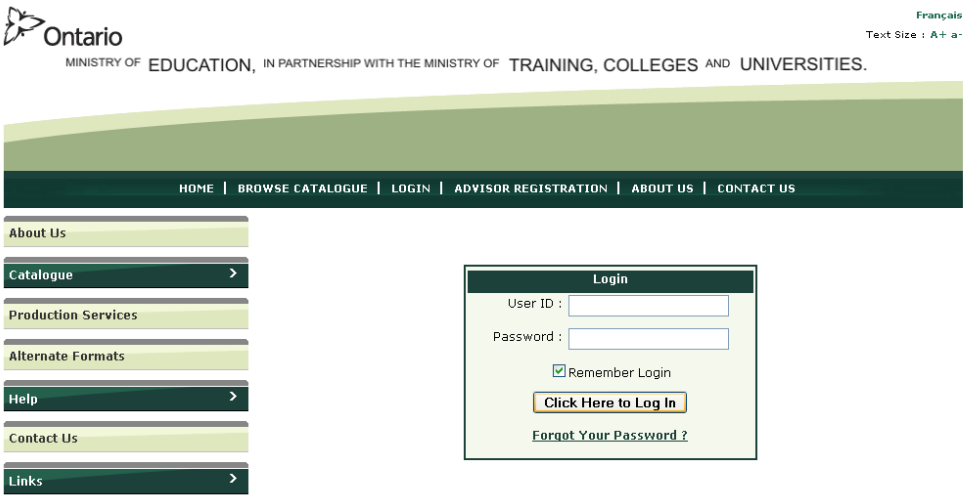
2. Select the language you prefer to use. It will bring you to Welcome Page.

Figure: Resource Services Library Welcome Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
HOME | BROWSE CATALOGUE | LOGIN | ADVISOR REGISTRATION | ABOUT US | CONTACT US
About Us
Catalogue
Production Services
Alternate Formats
Help
Contact Us
Links
WELCOME TO THE ALTERNATIVE EDUCATION RESOURCES FOR ONTARIO
AERO is a web based digital repository operated by the Ministry of Education in partnership with the Ministry of Training, Colleges, and Universities.
The mandate of AERO is to provide alternate format text to students with perceptual disabilities, who attend publicly funded educational institutions, provide timely access to educational materials in the format they require. For example, a student with vision impairment would be able to have their textbooks converted to Braille. AERO enables student with perceptual disabilities to have timely access to educational materials in the format that they need.
To learn more about our services and the formats available click on About Us

3. Click on Login to go to login page.

Figure: Resource Services Library Login Screen



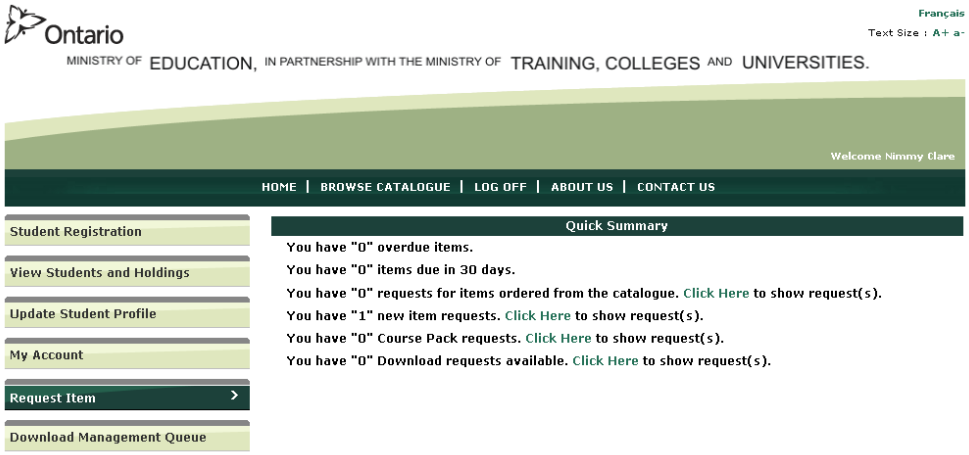
4. Enter your User ID in the **User ID** field. (Your User ID is your official school e-mail address).
5. Enter your Password in the **Password** field. Note that your password is case-sensitive.
6. Click on **Click Here to Log In**. This should bring you to the **Advisor Home Page** screen.

Screen Notes (Resource Services Library Home Page and Login):

- If you do not remember your password, enter your User ID in the **User ID** field and then click on **Forgot Your Password?**. Your password will automatically be sent to your e-mail address. For further details on this feature, refer to the section in Appendix B on **Forgot Your Password**.

7. On the **Advisor Home Page** screen, you will see a "Quick Summary" of the number of various types of orders that are currently active on your account. From this screen you are also able to access all of the displayed menu items which allow you to perform functions covered in subsequent sections of this manual.

Figure: Advisor Home Page Screen

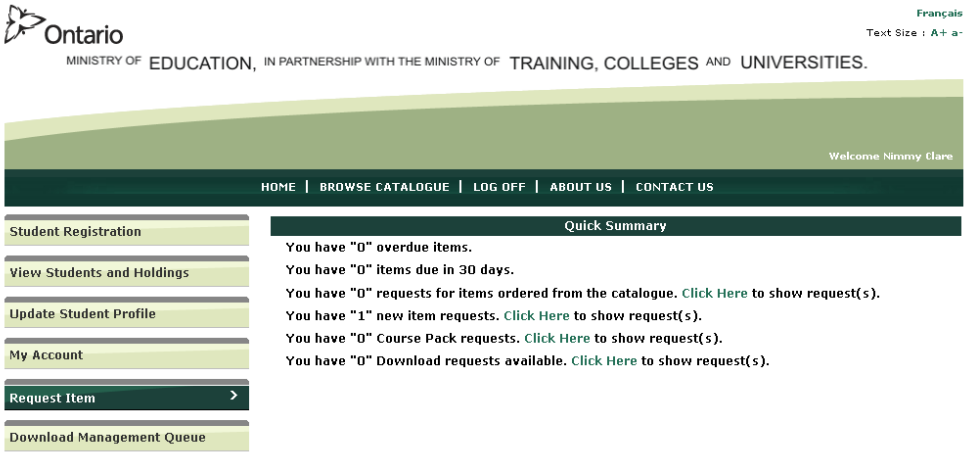

Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "0" requests for items ordered from the catalogue. Click Here to show request(s).
You have "1" new item requests. Click Here to show request(s).
You have "0" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).

Registering a Student

To Register a Student:

8. From the **Advisor Home Page** screen, click on the **Student Registration** menu item. This will display the **Student Registration Confirmation** screen.

Figure: Advisor Home Page Screen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Français
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MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
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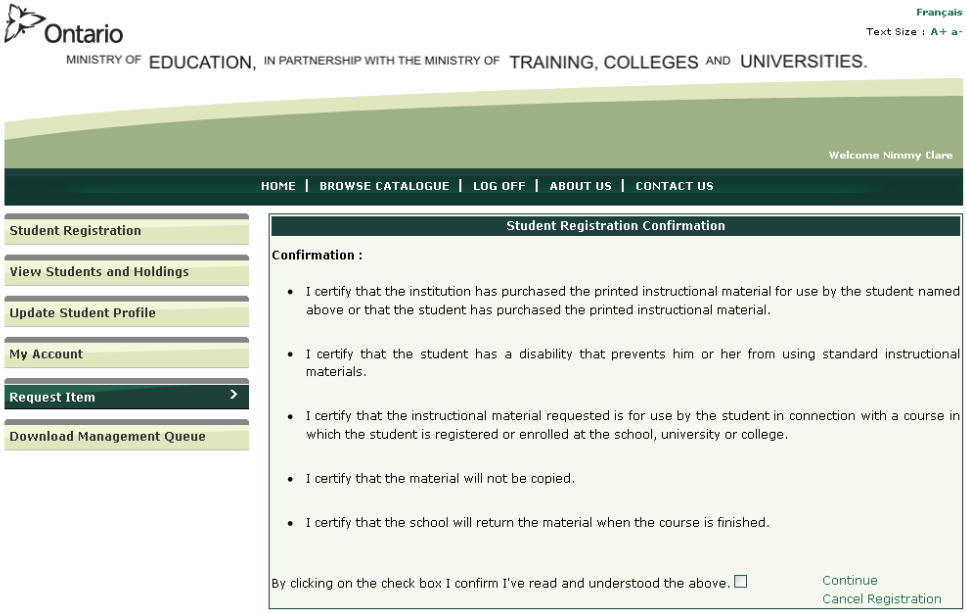
Request Item
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "0" requests for items ordered from the catalogue. Click Here to show request(s).
You have "1" new item requests. Click Here to show request(s).
You have "0" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).

9. On the Student Registration Confirmation Screen, review the pre-requisite conditions, and if you are in agreement, click on the check box and then click on the **Continue** link. This will display the **Student Registration** screen.

Screen Notes (Student Registration Confirmation):

- If the student you are about to register does not meet the pre-requisite conditions indicated, click on the **Cancel** link and this will return you to the **Advisor Home Page** screen.

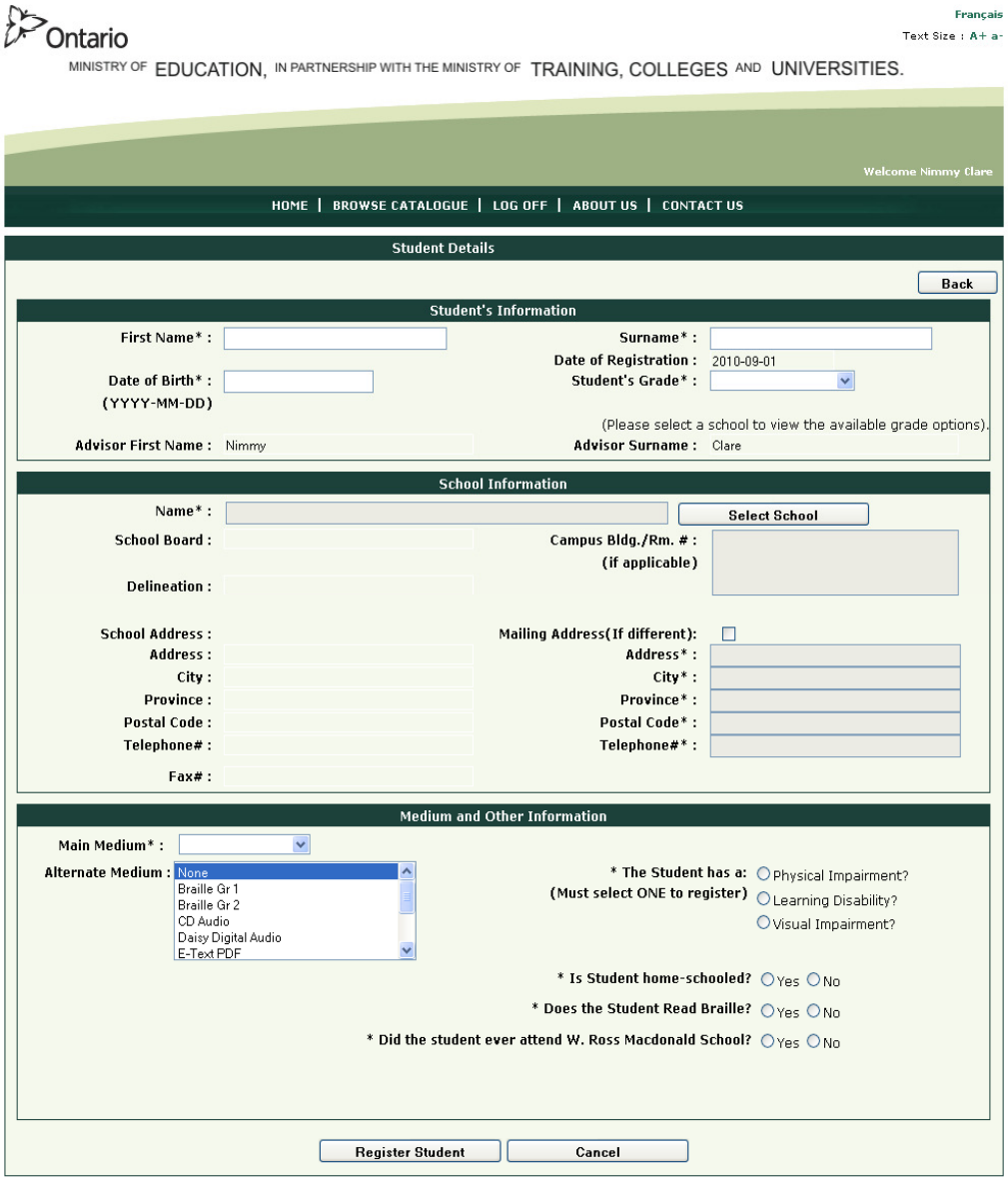
Figure: Student Registration **Confirmation Screen**


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Student Registration Confirmation
Confirmation :
I certify that the institution has purchased the printed instructional material for use by the student named above or that the student has purchased the printed instructional material.
I certify that the student has a disability that prevents him or her from using standard instructional materials.
I certify that the instructional material requested is for use by the student in connection with a course in which the student is registered or enrolled at the school, university or college.
I certify that the material will not be copied.
I certify that the school will return the material when the course is finished.
By clicking on the check box I confirm I've read and understood the above.
Continue
Cancel Registration

10. On the **Student Registration** screen, you will see a blank form with information fields that need to be completed. All mandatory fields are marked with an asterisk (*). Enter in the relevant information in all fields. Once this is done, click on **Register Student**. This will display the **Update Changes Confirmation** screen.

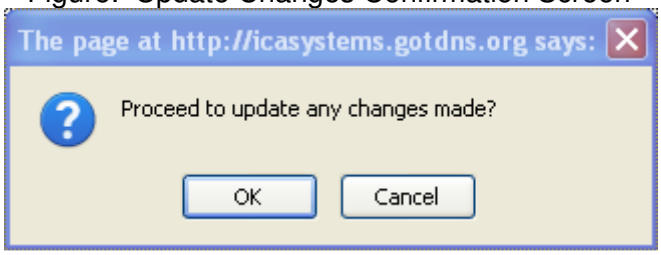
    Screen Notes (Student Registration):
    - You ***must*** select either "Physical Impairment" or "Learning Disability" or "Visual Impairment" to register a student. No more than one of these may be selected.

Figure: Student Registration Screen



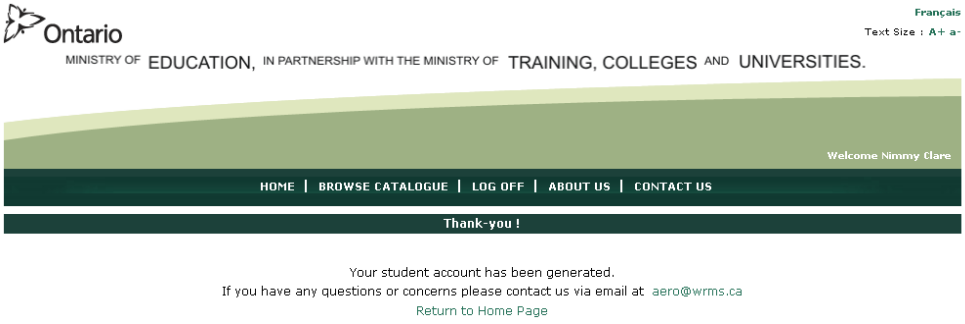
11. On the **Update Changes Confirmation** screen, click on **OK** to continue submitting the registration. This will display the **Successful Student Registration Confirmation** screen.

Figure: Update Changes Confirmation Screen



12. On the **Successful Student Registration Confirmation** screen, click on **Go to Advisor Home Page**. This will return you to the **Advisor Home Page** screen. You have successfully registered the student and the new student should now appear in all of your student selection lists.

Figure: Successful Student Registration Confirmation Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Thank-you !
Your student account has been generated.
If you have any questions or concerns please contact us via email at aero@wrms.ca
Return to Home Page

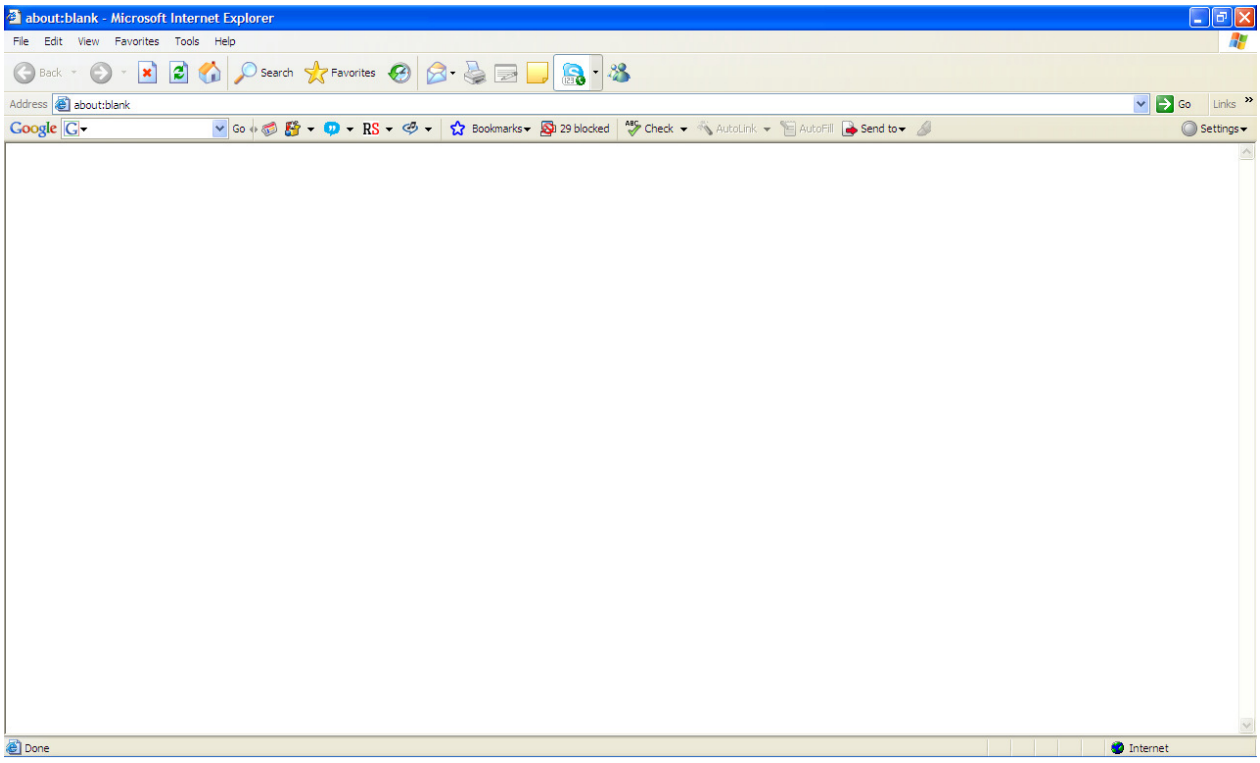
Downloading a Non-Course Pack/Article Item

Before You Begin

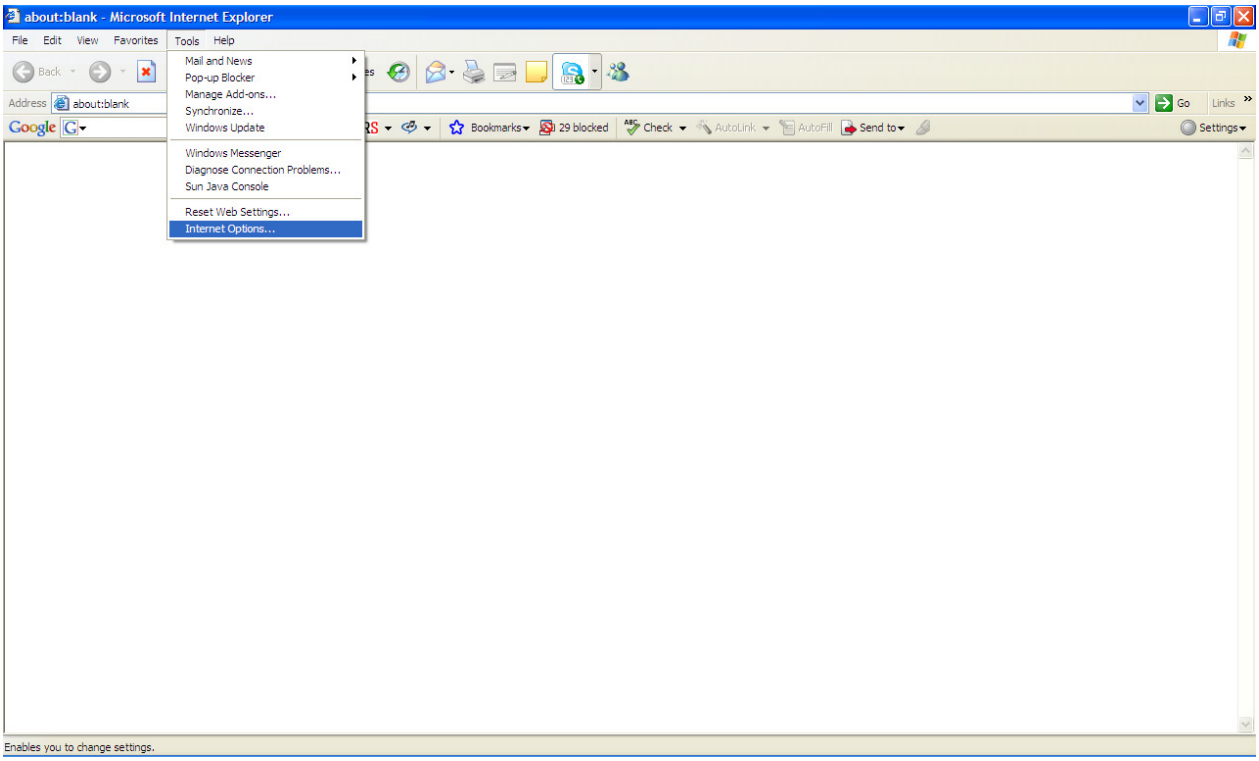
Before you begin using this feature, make sure your internet explorer is properly configured to allow the download pop up window to appear on to your system.

Please follow the steps below to configure your Internet explorer settings and allow the download pop up window to appear.

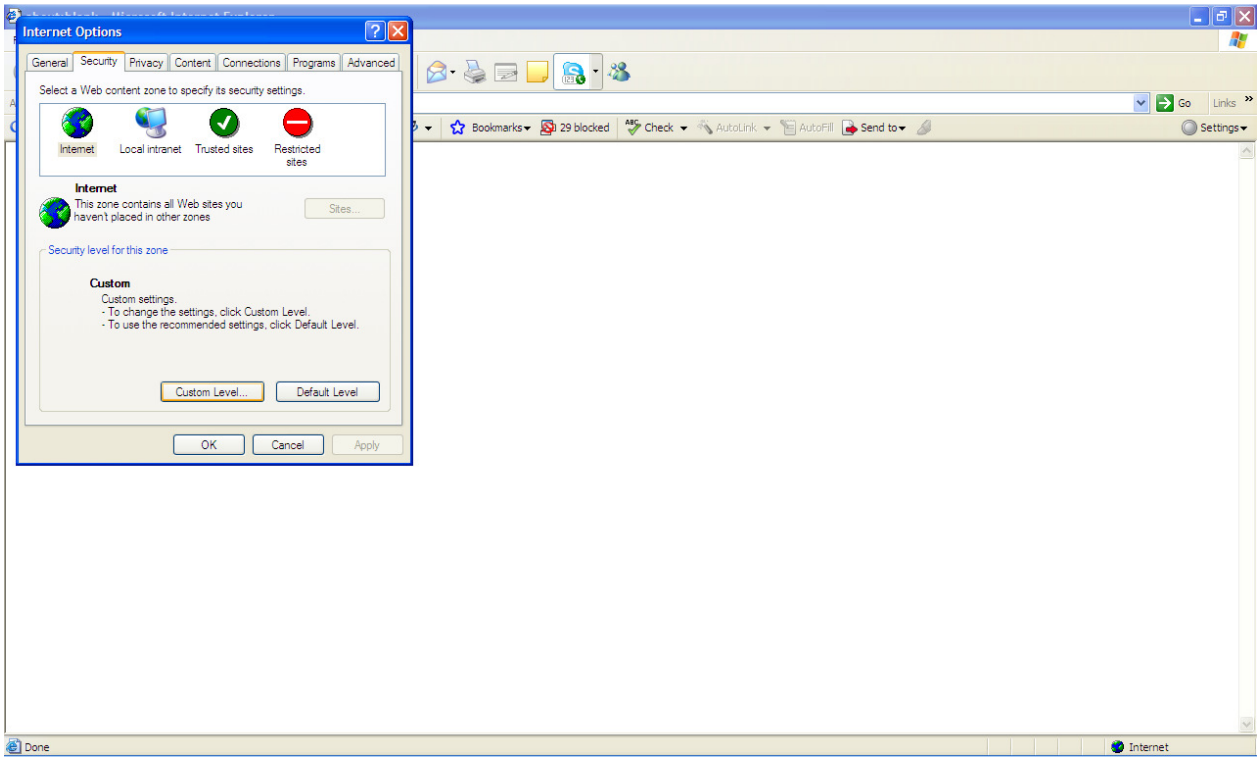
1. Open Internet explorer browser window.



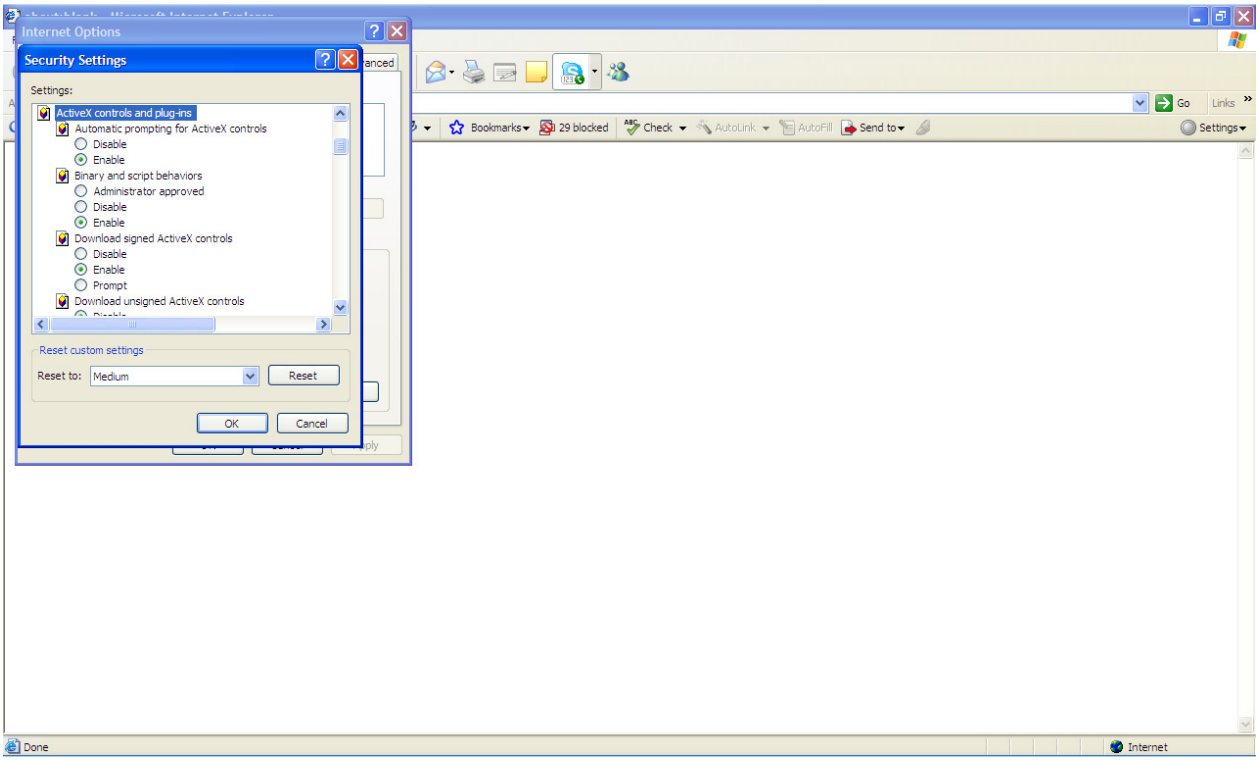
2. In the Internet explorer browser window, click on the **Tools** >> **Internet Options**



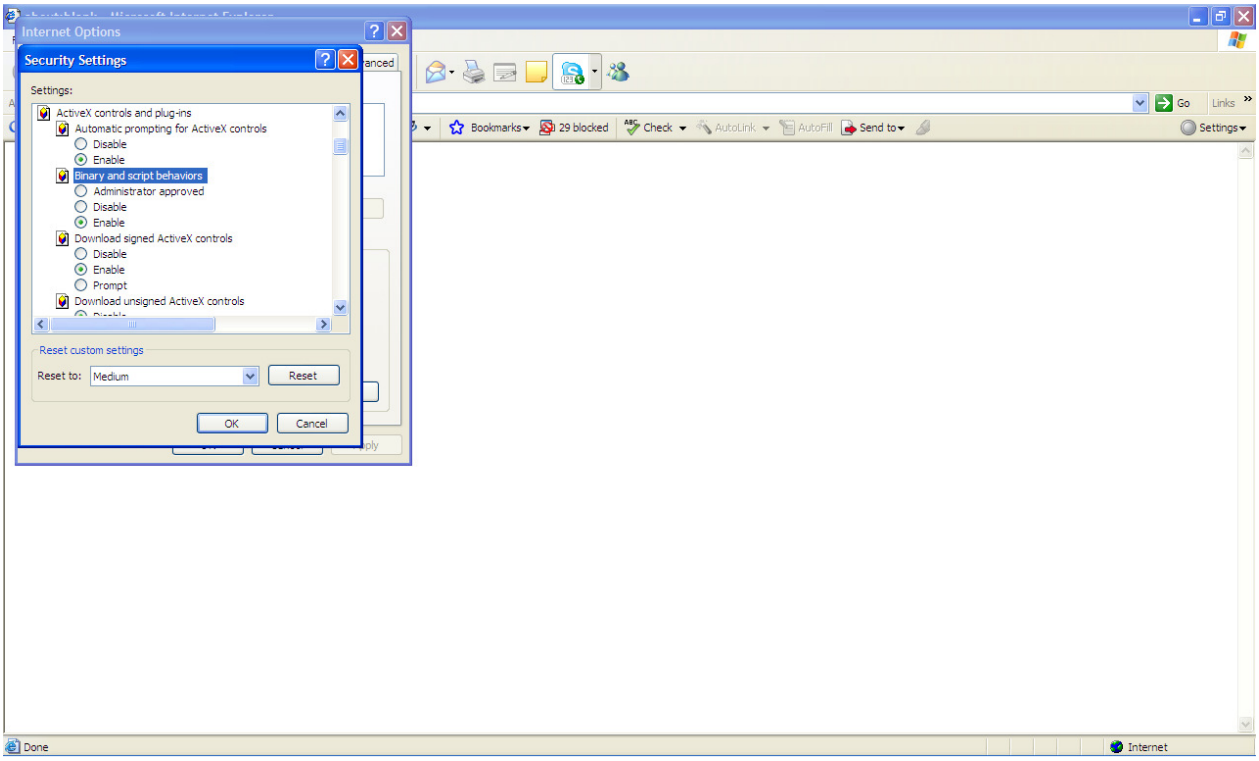
3. The **Internet Options** pop up window will appear. In the **Internet Options** pop up window, click on the **Security** Tab. Make sure, the **Internet** is selected in the section "Select a Web content zone to specify its security settings". Now, click on the '**Custom Level**' button in the section 'Security level for this zone'.

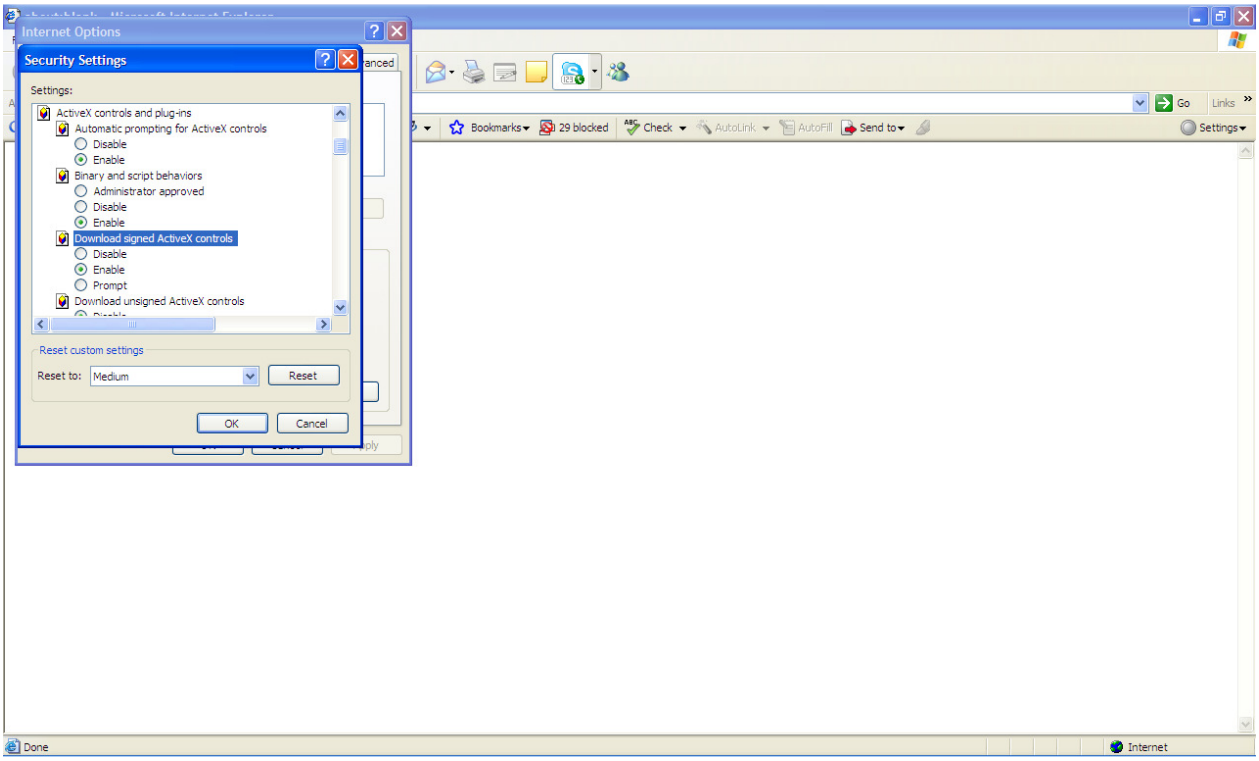


4. Once you click on the button '**Custom Level**', the pop up window for **Security Settings** will appear. In the Security Settings pop up window, scroll down to locate the option 'ActiveX controls and Plug-ins' and make sure this option is enabled.


Internet Options
Security Settings
Settings:
ActiveX controls and plug-ins
Automatic prompting for ActiveX controls
Disable
Enable
Binary and script behaviors
Administrator approved
Disable
Enable
Download signed ActiveX controls
Disable
Enable
Prompt
Download unsigned ActiveX controls
Reset custom settings
Reset to:
Medium
Reset
OK
Cancel
Bookmarks
29 blocked
Check
AutoLink
AutoFill
Send to
Settings
Go
Links
Done
Internet

5. In the same way make sure the options ‘Binary and script behaviours’ and ‘Download signed ActiveX controls’ are enabled.





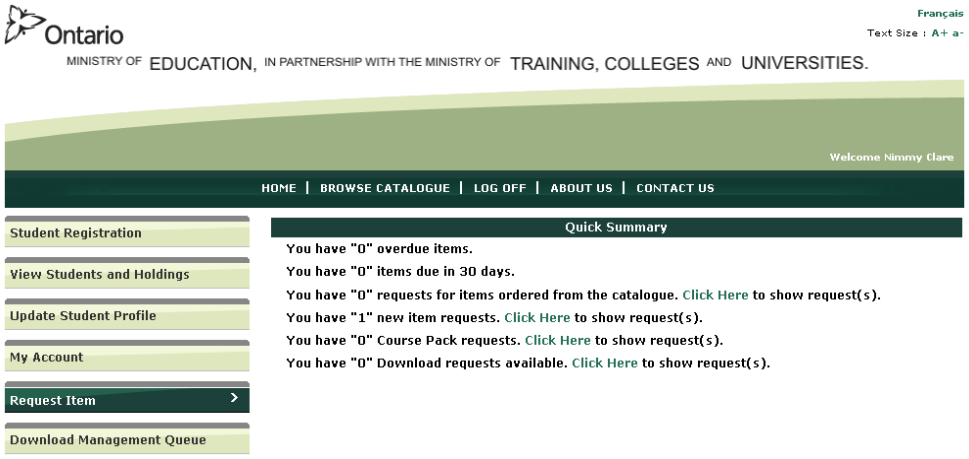
6. Once done click on the '**OK**' button in the **Security Settings** pop up window. This will automatically close this pop up window. Now click on the 'OK' button in the **Internet Options** pop up window. This will also close this pop up window automatically.

You have successfully configured your Internet explorer. Close the Internet browser. Now, you are ready to use the download feature on RSL site.

To Order an Item for a Student:

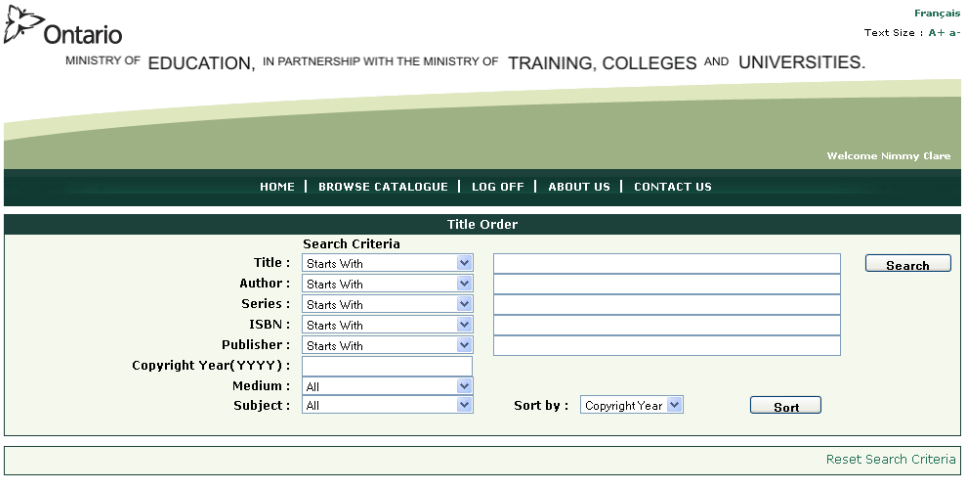
1. From the **Advisor Home Page** screen, move your mouse to the **Request Item** menu item. This will display the two menu sub-items **Browse Catalogue** and **Request a Course pack/articles**. Click on **Browse Catalogue**. This will display the **Browse Catalogue** screen.

Figure: Advisor Home Page Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "0" requests for items ordered from the catalogue. Click Here to show request(s).
You have "1" new item requests. Click Here to show request(s).
You have "0" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).

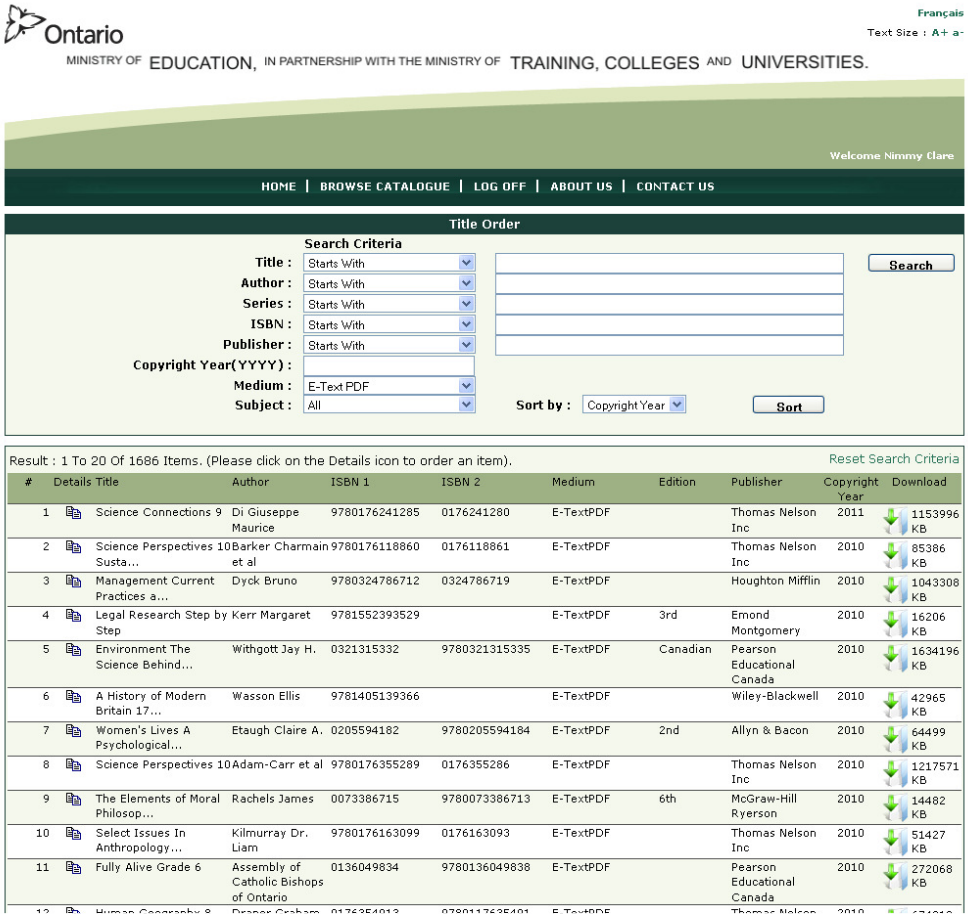
2. On the **Browse Catalogue** screen, you must search for the item you are trying to order. To do this, enter valid search criteria in the appropriate fields for the item you are trying to find and then click on **Search**. This will result in a display of the list of items that matched your search criteria. One or multiple matched items will either be found or it is possible that nothing matches your search criteria. If the correct title appears but you need a different variation of that item (i.e.: in a different medium or different copyright year, etc.), then add this particular requirement to your search and click on **Search** again. Finally, if the item you are searching for is in the list of found items, **continue with step 3 below. If no items are found, skip to step 5.**

Figure: Browse Catalogue Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Title Order
Search Criteria
Title : Starts With
Author : Starts With
Series : Starts With
ISBN : Starts With
Publisher : Starts With
Copyright Year(YYYY) :
Medium : All
Subject : All
Search
Sort by : Copyright Year
Sort
Reset Search Criteria

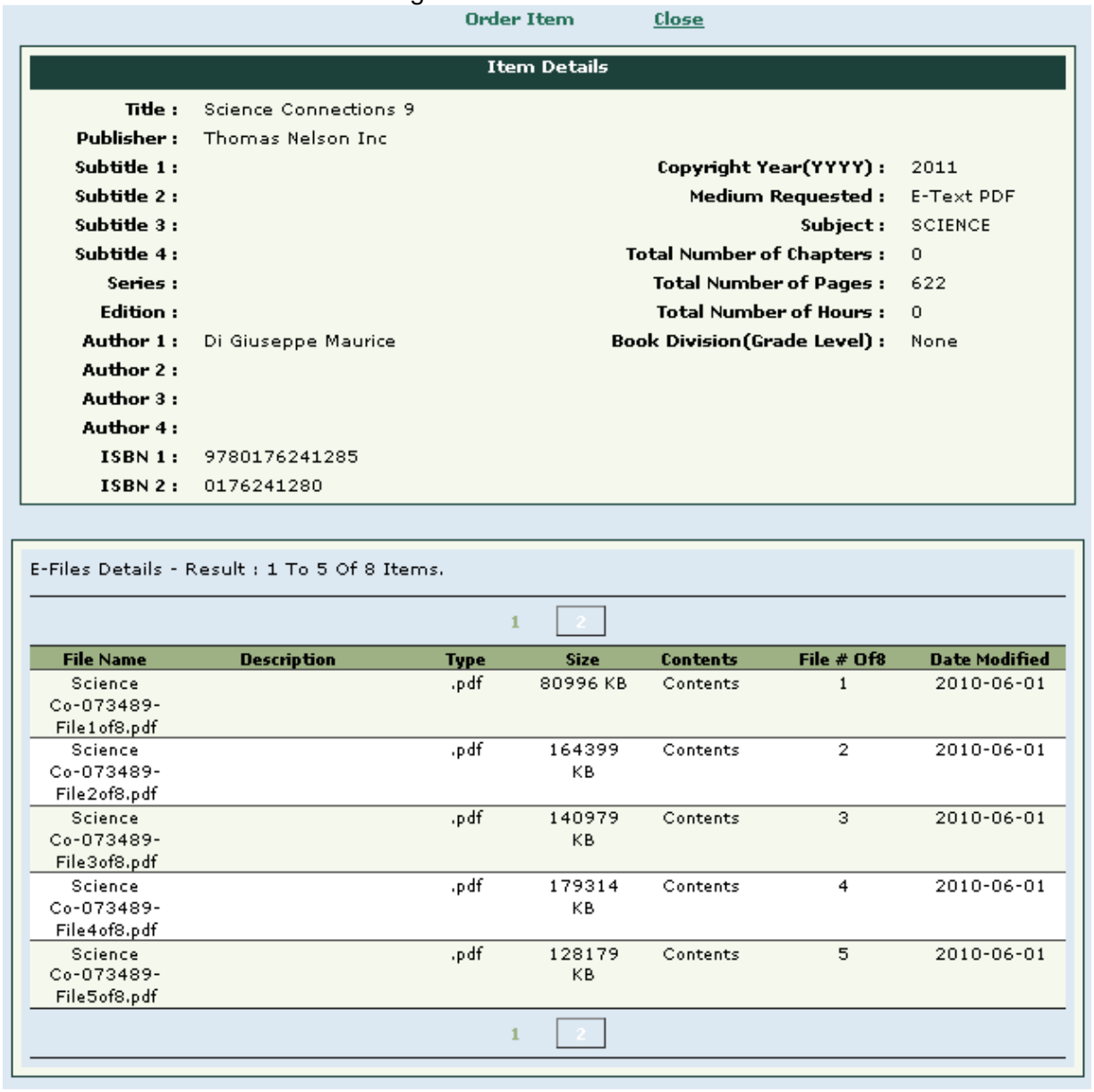
3. On the Browse Catalogue screen with the list of found items, identify the specific item that you wish to order. Item can be ordered as a physical copy or it can also be available as downloadable item files. All the items available in RSL catalogue as a downloadable copy are displayed with download symbol and approximate download size in the 'Download'. Click on the **Details** icon to the left of the specific item. This will display the **Item Detail** screen.

Figure: Browse Catalogue Screen (with list of found items)


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Title Order
Search Criteria
Title : Starts With
Author : Starts With
Series : Starts With
ISBN : Starts With
Publisher : Starts With
Copyright Year(YYYY) :
Medium : E-Text PDF
Subject : All
Search
Sort by : Copyright Year
Sort
Result : 1 To 20 Of 1686 Items. (Please click on the Details icon to order an item).
Reset Search Criteria
Details Title Author ISBN 1 ISBN 2 Medium Edition Publisher Copyright Year Download
1 Science Connections 9 Di Giuseppe Maurice 9780176241285 0176241280 E-TextPDF Thomas Nelson Inc 2011 1153996 KB
2 Science Perspectives 10 Susta... Barker Charmain et al 9780176118860 0176118861 E-TextPDF Thomas Nelson Inc 2010 85386 KB
3 Management Current Practices a... Dyck Bruno 9780324786712 0324786719 E-TextPDF Houghton Mifflin 2010 1043308 KB
4 Legal Research Step by Step Kerr Margaret 9781552393529 E-TextPDF 3rd Emond Montgomery 2010 16206 KB
5 Environment The Science Behind... Withgott Jay H. 0321315332 9780321315335 E-TextPDF Canadian Pearson Educational Canada 2010 1634196 KB
6 A History of Modern Britain 17... Wasson Ellis 9781405139366 E-TextPDF Wiley-Blackwell 2010 42965 KB
7 Women's Lives A Psychological... Etaugh Claire A. 0205594182 9780205594184 E-TextPDF 2nd Allyn & Bacon 2010 64499 KB
8 Science Perspectives 10 Adam-Carr et al 9780176355289 0176355286 E-TextPDF Thomas Nelson Inc 2010 1217571 KB
9 The Elements of Moral Philosop... Rachels James 0073386715 9780073386713 E-TextPDF 6th McGraw-Hill Ryerson 2010 14482 KB
10 Select Issues In Anthropology... Kilmurray Dr. Liam 9780176163099 0176163093 E-TextPDF Thomas Nelson Inc 2010 51427 KB
11 Fully Alive Grade 6 Assembly of Catholic Bishops of Ontario 0136049834 9780136049838 E-TextPDF Pearson Educational Canada 2010 272068 KB

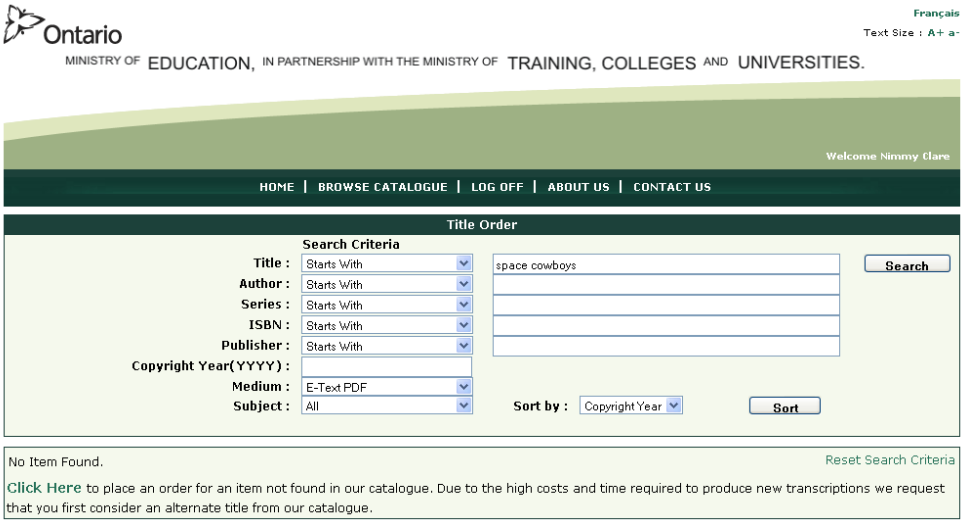
4. On the **Item Detail** screen, review the item details to confirm that you have selected the correct item. If it is indeed the correct item, click on **Order Item**. This will display the **Student Selection** screen. (If the item turns out not to be the correct item, click on **Close** and repeat step 2 above). Go to step 7 below.

Figure: Item Detail Screen


Order Item
Close
Item Details
Title : Science Connections 9
Publisher : Thomas Nelson Inc
Subtitle 1 :
Subtitle 2 :
Subtitle 3 :
Subtitle 4 :
Series :
Edition :
Author 1 : Di Giuseppe Maurice
Author 2 :
Author 3 :
Author 4 :
ISBN 1 : 9780176241285
ISBN 2 : 0176241280
Copyright Year(YYYY) : 2011
Medium Requested : E-Text PDF
Subject : SCIENCE
Total Number of Chapters : 0
Total Number of Pages : 622
Total Number of Hours : 0
Book Division(Grade Level) : None
E-Files Details - Result : 1 To 5 Of 8 Items.
1 2
File Name | Description | Type | Size | Contents | File # Of8 | Date Modified
Science Co-073489-File1of8.pdf | .pdf | 80996 KB | Contents | 1 | 2010-06-01
Science Co-073489-File2of8.pdf | .pdf | 164399 KB | Contents | 2 | 2010-06-01
Science Co-073489-File3of8.pdf | .pdf | 140979 KB | Contents | 3 | 2010-06-01
Science Co-073489-File4of8.pdf | .pdf | 179314 KB | Contents | 4 | 2010-06-01
Science Co-073489-File5of8.pdf | .pdf | 128179 KB | Contents | 5 | 2010-06-01
1 2

5. On the Browse Catalogue screen with the message at the bottom indicating “No Item Found”, click on **Click Here**. This will display the **New Item Request** screen. (You are encouraged to try and find an item that is in the catalogue if possible, to save on the valuable and limited resources of the Resource Services Library…however if your circumstances do not permit this, you may proceed to request the production of all new items).

Figure: No Item Found


Ontario
Français
Text Size : A+ a-
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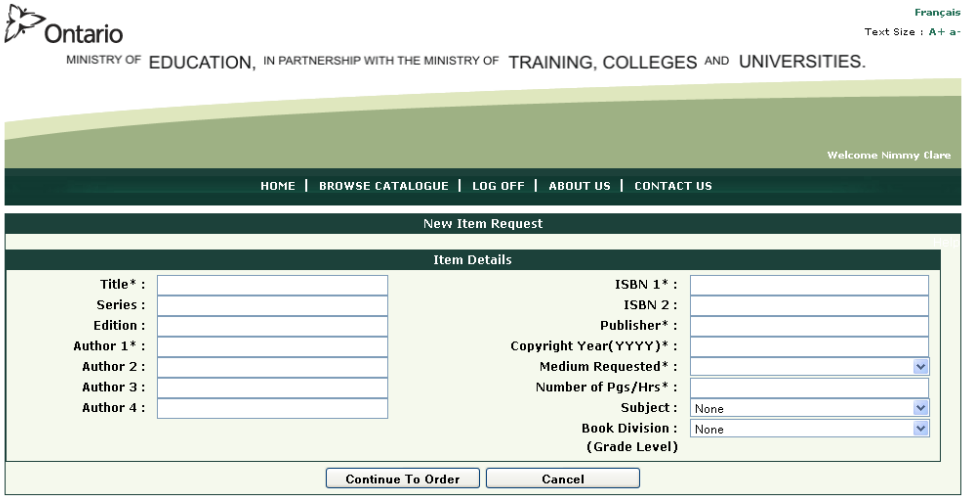
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Title Order
Search Criteria
Title : Starts With space cowboys
Author : Starts With
Series : Starts With
ISBN : Starts With
Publisher : Starts With
Copyright Year(YYYY) :
Medium : E-Text PDF
Subject : All
Sort by : Copyright Year
Search
Sort
No Item Found.
Reset Search Criteria
Click Here to place an order for an item not found in our catalogue. Due to the high costs and time required to produce new transcriptions we request that you first consider an alternate title from our catalogue.

6. On the **New Item Request** screen, enter all relevant information for the item you require into the appropriate fields. Once this is complete, click on **Continue To Order**. This will display the **Student Selection** screen.

Figure : Advisor New Item Request

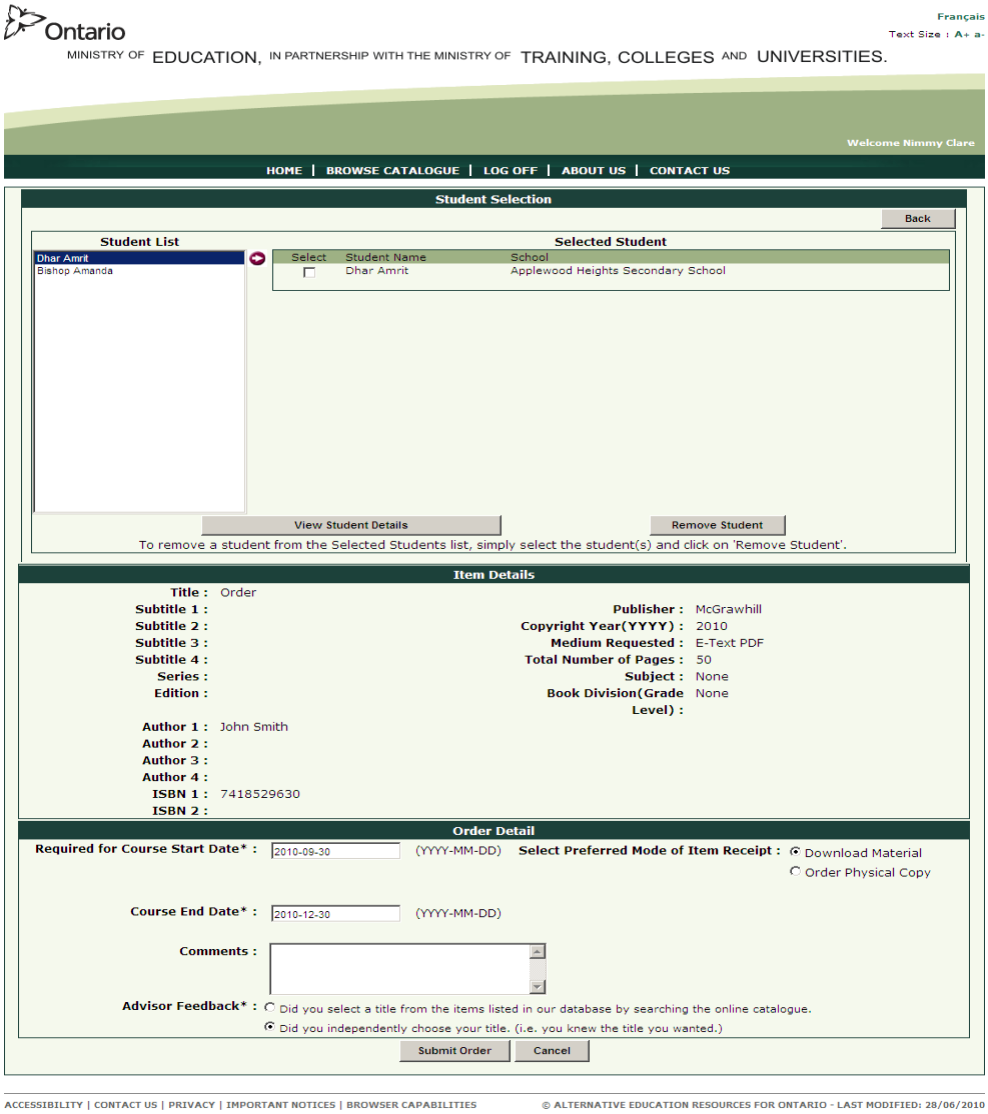


7. On the **Student Selection** screen, go to the **Student List** and click on a student for whom the current item is being ordered.
8. Click on the right arrow to add this student to the **Selected Students** list box.

   Screen Notes (Student Selection):

   - If the selected student does not have the medium of the requested item in their student profile, a red message will appear below the student's name indicating "*Medium not in student profile. Add this medium?". Selecting "Yes" will cause the medium to automatically get added to the student's profile. Selecting "No" will leave the student's profile as is.
   - If the selected student already has an order in the system for the same item (in the same medium), a red message will appear below the student's name indicating "*Duplicate Request". Furthermore, upon clicking on "Submit", you will be presented with an extra confirmation message stating "One or more of the selected students has an order in the system for this title in the same medium. Would you like to proceed with this order anyway?".

Figure: Student Selection Screen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Français
Text Size : A+ a-
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Student Selection
Back
Student List
Dhar Amrit
Bishop Amanda
Selected Student
Select
Student Name
School
Dhar Amrit
Applewood Heights Secondary School
View Student Details
Remove Student
To remove a student from the Selected Students list, simply select the student(s) and click on 'Remove Student'.
Item Details
Title : Order
Subtitle 1 :
Subtitle 2 :
Subtitle 3 :
Subtitle 4 :
Series :
Edition :
Author 1 : John Smith
Author 2 :
Author 3 :
Author 4 :
ISBN 1 : 7418529630
ISBN 2 :
Publisher : McGrawhill
Copyright Year(YYYY) : 2010
Medium Requested : E-Text PDF
Total Number of Pages : 50
Subject : None
Book Division(Grade Level) : None
Order Detail
Required for Course Start Date* : 2010-09-30 (YYYY-MM-DD)
Select Preferred Mode of Item Receipt : Download Material
Order Physical Copy
Course End Date* : 2010-12-30 (YYYY-MM-DD)
Comments :
Advisor Feedback* : Did you select a title from the items listed in our database by searching the online catalogue.
Did you independently choose your title. (i.e. you knew the title you wanted.)
Submit Order
Cancel
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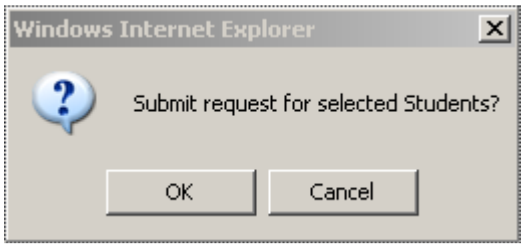
9. You will now note that the student that you just selected has been added to the **Selected Students** list box. If you would like to order this identical item for more students, simply repeat steps 7 to 9 above. If you have completed the selection of students, proceed to step 11.
10. Enter the **Required for Course Start Date**.
11. Enter the **Course End Date**.
12. Enter any special instructions or information in the **Comments** text box.

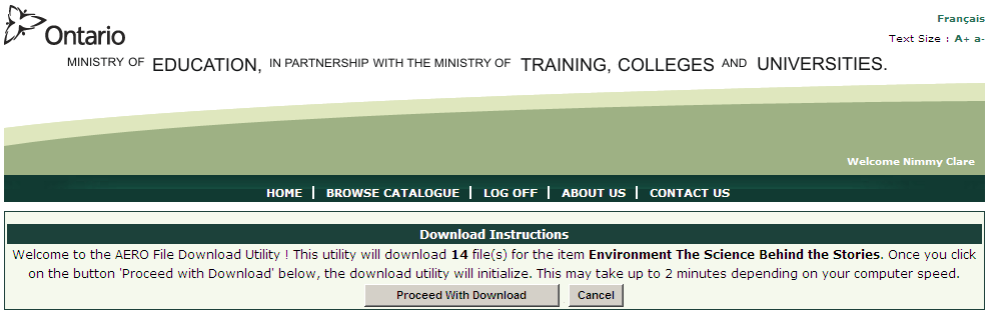
13. Select one of the radio buttons to reflect the correct answer in the **Select Preferred Mode of Item Receipt** section. By default the preferred Mode of Item receipt is selected as 'Download Material'. If you have requested a New Item that is not available in RSL catalogue, you can still select the Preferred Mode of Item Receipt as 'Download Material'. RSL will try to for downloadable copy of the item. However, RSL cannot guarantee the availability of the downloadable item files for the New Items. As soon as the downloadable item files for the New Items are available, you will be notified with the status 'New Download Available' in **Download Management Queue** screen as in step 23.
14. Select one of the radio buttons to reflect the correct answer in the **Advisor Feedback** section.
15. If all information on this screen is correct and you have selected the preferred mode of item receipt as 'Download Material', click on the **Download Now** button. This will display the **Submit Order Confirmation** window.
16. On the **Submit request Confirmation** window, click on **OK** to continue. This will display the **Download Instruction** screen. (Clicking on **Cancel** will return you to the **Student Selection** screen).

Figure: Submit Request Confirmation Window



17. On the **Download Instruction** screen, once you go through the file download instructions click on **Proceed with Download** button. Download utility will initialize and 'Initializing download' screen will appear. Within 2 minutes 'Select download folder path' pop up will appear.

Figure: Download Instruction Screen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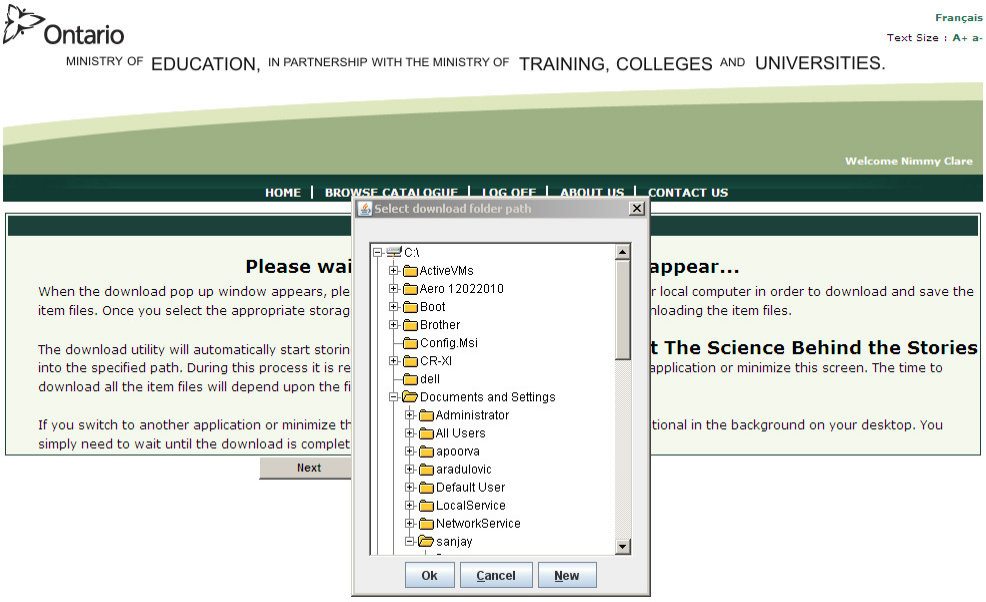
Download Instructions
Welcome to the AERO File Download Utility ! This utility will download 14 file(s) for the item Environment The Science Behind the Stories. Once you click on the button 'Proceed with Download' below, the download utility will initialize. This may take up to 2 minutes depending on your computer speed.
Proceed With Download
Cancel

18. When the 'Select download folder path' pop up window appears, please specify appropriate storage path in your local computer in order to download and save the item files. Once you select the appropriate storage path, click on the 'OK' button to continue downloading the item files. The download utility will automatically start storing the item files into the specified path.

Figure: Initializing download – Select download folder path pop up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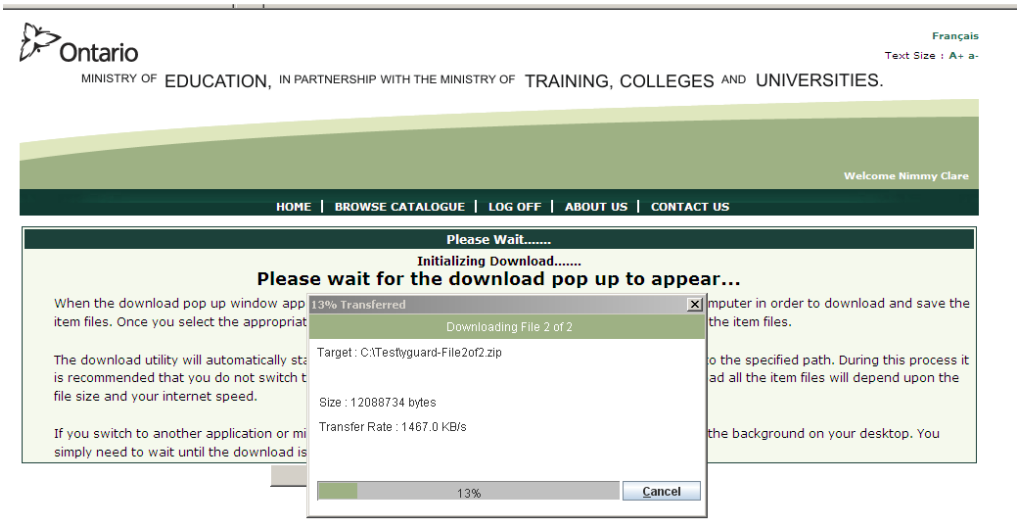
Please wai
When the download pop up window appears, ple
item files. Once you select the appropriate storag
The download utility will automatically start storin
into the specified path. During this process it is re
download all the item files will depend upon the fi
If you switch to another application or minimize th
simply need to wait until the download is complet
Next
appear...
r local computer in order to download and save the
nloading the item files.
t The Science Behind the Stories
application or minimize this screen. The time to
tional in the background on your desktop. You
Select download folder path
C:\
ActiveVMs
Aero 12022010
Boot
Brother
Config.Msi
CR-XI
dell
Documents and Settings
Administrator
All Users
apoorva
aradulovic
Default User
LocalService
NetworkService
sanjay
Ok
Cancel
New

19. During this process it is recommended that you do not switch to another application or minimize this screen. The time to download all the item files will depend upon the file size and your internet speed. If you switch to another application or minimize this screen, the download utility will still be operational in the background on your desktop.

Figure: Download progress pop up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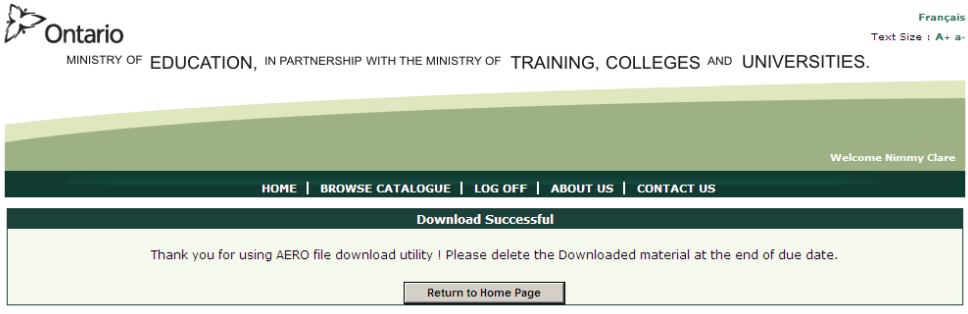
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Please Wait.....
Initializing Download.....
Please wait for the download pop up to appear...
13% Transferred
Downloading File 2 of 2
Target : C:\Testlyguard-File2of2.zip
Size : 12088734 bytes
Transfer Rate : 1467.0 KB/s
13%
Cancel

20. Once all the item files are successfully downloaded, download successful window will appear. Please click on the **Return to Home Page** button to return to the home page screen.

Figure: Download Successful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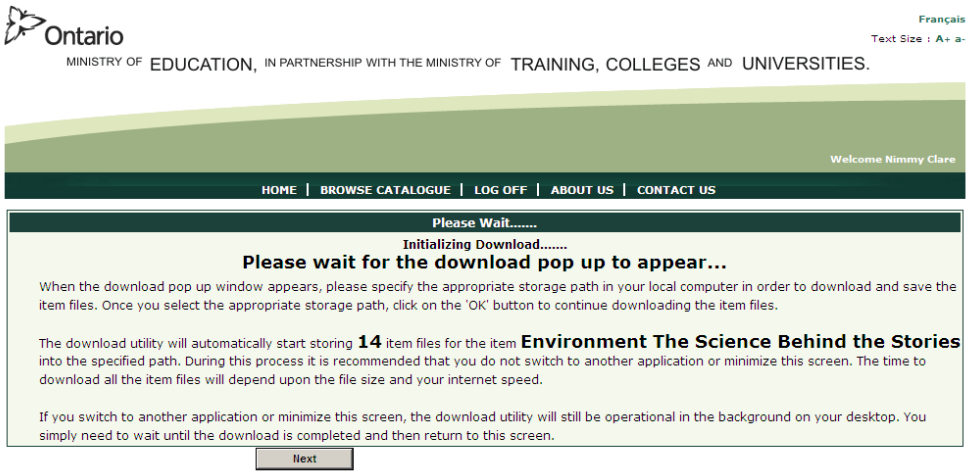
Download Successful
Thank you for using AERO file download utility ! Please delete the Downloaded material at the end of due date.
Return to Home Page

21. From the 'Initializing download' screen, select the appropriate redial button in order to acknowledge your download experience by selecting the appropriate option from all the options provided and click on the **Next** button.

Figure: Initializing Download screen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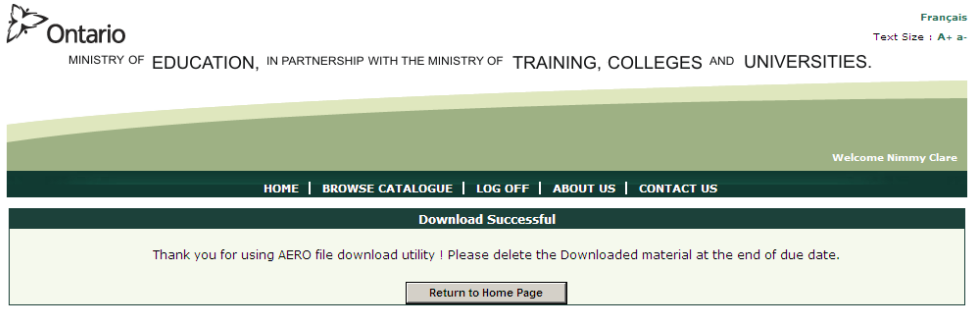
Please Wait.....
Initializing Download.....
Please wait for the download pop up to appear...
When the download pop up window appears, please specify the appropriate storage path in your local computer in order to download and save the item files. Once you select the appropriate storage path, click on the 'OK' button to continue downloading the item files.
The download utility will automatically start storing 14 item files for the item Environment The Science Behind the Stories into the specified path. During this process it is recommended that you do not switch to another application or minimize this screen. The time to download all the item files will depend upon the file size and your internet speed.
If you switch to another application or minimize this screen, the download utility will still be operational in the background on your desktop. You simply need to wait until the download is completed and then return to this screen.
Next

22. If you have selected successful download experience option, Download Successful screen will be displayed. You have successfully downloaded all the item files. Your order is now complete. Please click on the **Return to Home Page** button to return to the home page screen.

Figure: Download Successful screen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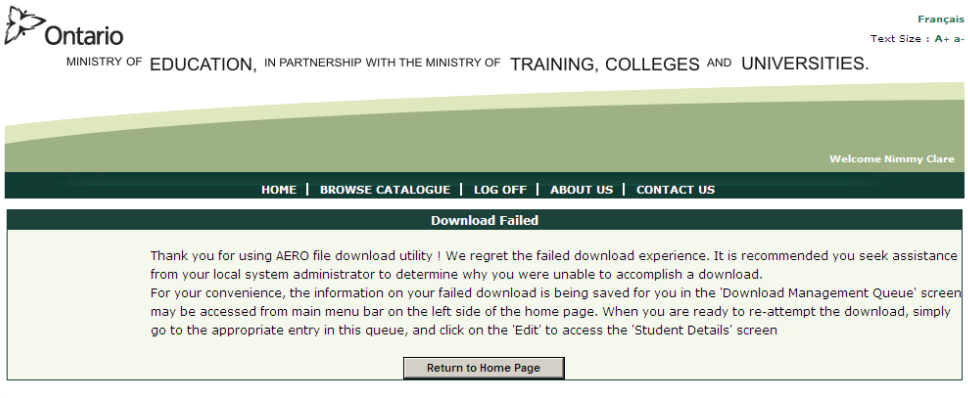
Download Successful
Thank you for using AERO file download utility ! Please delete the Downloaded material at the end of due date.
Return to Home Page

23. If you have selected failed download option, **Download failed** screen will be displayed. For your convenience, the failed download attempt will be saved for your in **Download Management Queue** screen. Click on the **Return to Home Page** button to return to the home page.

Figure : Download Failed screen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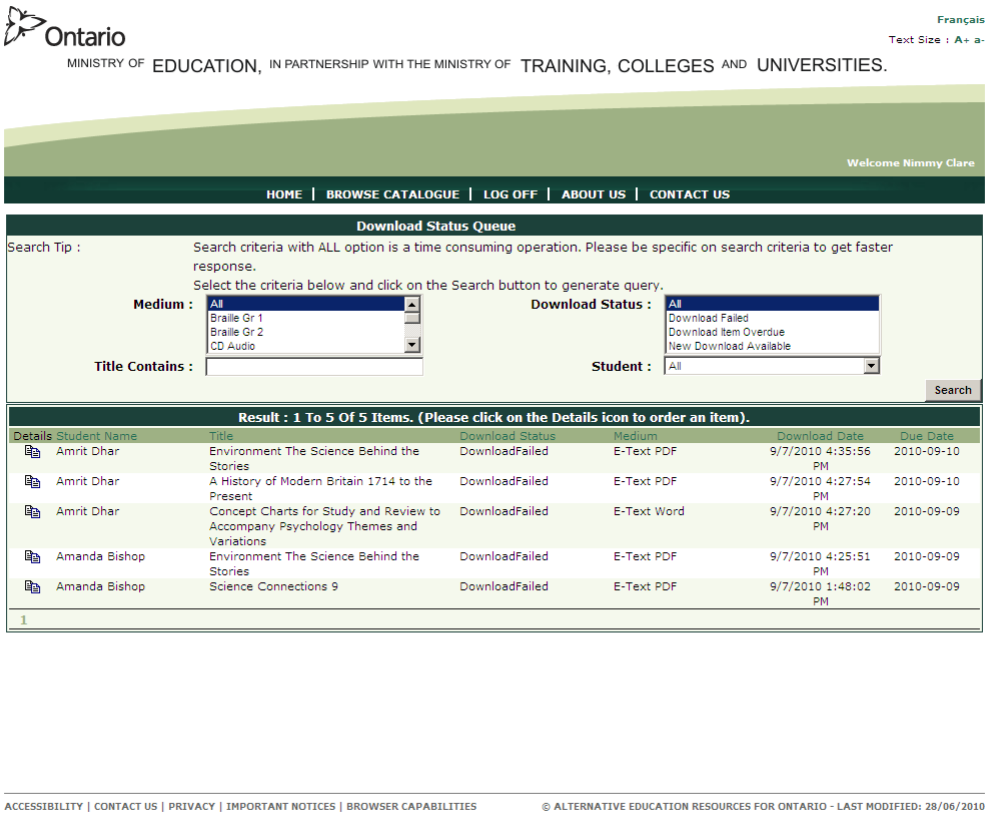
Download Failed
Thank you for using AERO file download utility ! We regret the failed download experience. It is recommended you seek assistance from your local system administrator to determine why you were unable to accomplish a download.
For your convenience, the information on your failed download is being saved for you in the 'Download Management Queue' screen may be accessed from main menu bar on the left side of the home page. When you are ready to re-attempt the download, simply go to the appropriate entry in this queue, and click on the 'Edit' to access the 'Student Details' screen
Return to Home Page

24. On **Download Management Queue** screen all the entries with the status 'Download Failed' or 'New Download Available' or 'Download Item Overdue' are displayed.
    - In step 22 if you acknowledge failed download attempt, it is logged here with the status 'Download Failed'. In order to re-download the item files, click on **Edit** as to go to step 24.
    - If you have acknowledged successful download in step 22 and later on a new file is added in RSL catalogue during the course period, it is logged as 'New Download Available' status to inform you that there is a new update available for the files you have previously downloaded from RSL catalogue. To download the new updates, click on **Edit** to go to step 25.
    - 'Download Item Overdue' status is displayed if a Non-Course pack item you have downloaded from RSL catalogue is overdue. If this status is displayed you have to delete all the downloaded files from your computer and acknowledge that you have deleted all the item files. Alternatively, you can also request for a renewal of the item files, if you want to keep the downloaded files after the course end date.

Figure : Download Management Queue screen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Download Status Queue
Search Tip : Search criteria with ALL option is a time consuming operation. Please be specific on search criteria to get faster response.
Select the criteria below and click on the Search button to generate query.
Medium : All, Braille Gr 1, Braille Gr 2, CD Audio
Download Status : All, Download Failed, Download Item Overdue, New Download Available
Title Contains :
Student : All
Search
Result : 1 To 5 Of 5 Items. (Please click on the Details icon to order an item).
Details Student Name Title Download Status Medium Download Date Due Date
Amrit Dhar Environment The Science Behind the Stories DownloadFailed E-Text PDF 9/7/2010 4:35:56 PM 2010-09-10
Amrit Dhar A History of Modern Britain 1714 to the Present DownloadFailed E-Text PDF 9/7/2010 4:27:54 PM 2010-09-10
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Amanda Bishop Science Connections 9 DownloadFailed E-Text PDF 9/7/2010 1:48:02 PM 2010-09-09
1
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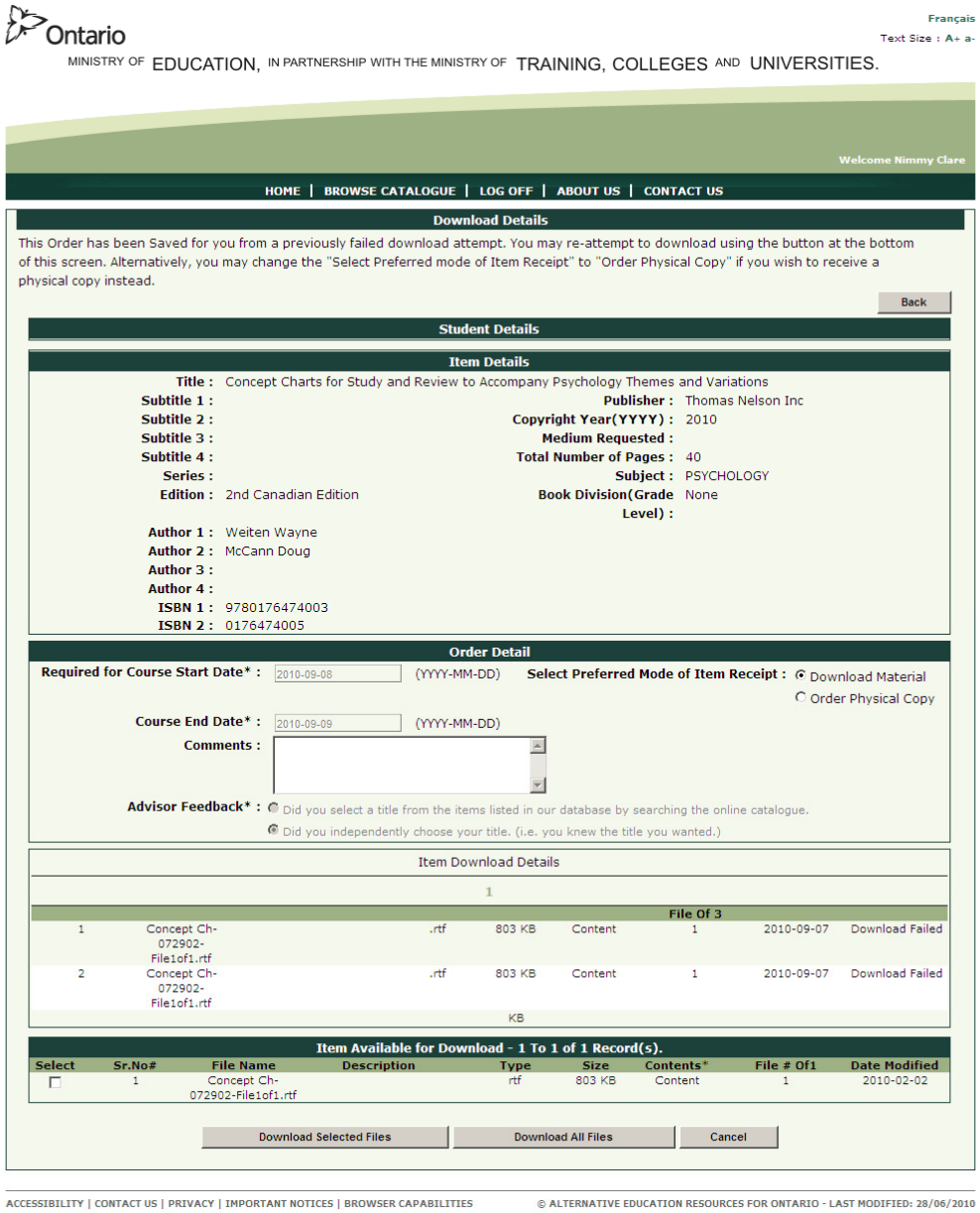
25. On **Download Failed** screen, select the item files you want to re-download and click on **Download Selected Files** button. You will be diverted to step 17. Repeat Sep 17 – 22 in order to re-download the selected files. Alternatively, if you wish to request a physical copy of the item, click on the appropriate option under preferred Mode of Item Receipt. However, you will not be allowed to change this option if you have successfully downloaded any of the item file in previous attempt.

26. On **New Download Available** screen, click on the button **Download New Files** if you only want to download newly updated files. You can also download selected files by selecting the files and clicking on **Download Selected Files** button. You will be diverted to step 17. Repeat step 17-22 in order to download the new files or selected files.

Figure : New Download Available screen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Download Details
This Order has been Saved for you from a previously failed download attempt. You may re-attempt to download using the button at the bottom of this screen. Alternatively, you may change the "Select Preferred mode of Item Receipt" to "Order Physical Copy" if you wish to receive a physical copy instead.
Back
Student Details
Item Details
Title : Concept Charts for Study and Review to Accompany Psychology Themes and Variations
Subtitle 1 :
Subtitle 2 :
Subtitle 3 :
Subtitle 4 :
Series :
Edition : 2nd Canadian Edition
Author 1 : Weiten Wayne
Author 2 : McCann Doug
Author 3 :
Author 4 :
ISBN 1 : 9780176474003
ISBN 2 : 0176474005
Publisher : Thomas Nelson Inc
Copyright Year(YYYY) : 2010
Medium Requested :
Total Number of Pages : 40
Subject : PSYCHOLOGY
Book Division(Grade Level) : None
Order Detail
Required for Course Start Date* : 2010-09-08 (YYYY-MM-DD)
Select Preferred Mode of Item Receipt : Download Material
Order Physical Copy
Course End Date* : 2010-09-09 (YYYY-MM-DD)
Comments :
Advisor Feedback* : Did you select a title from the items listed in our database by searching the online catalogue.
Did you independently choose your title. (i.e. you knew the title you wanted.)
Item Download Details
1
File Of 3
1 Concept Ch-072902-File1of1.rtf .rtf 803 KB Content 1 2010-09-07 Download Failed
2 Concept Ch-072902-File1of1.rtf .rtf 803 KB Content 1 2010-09-07 Download Failed
KB
Item Available for Download - 1 To 1 of 1 Record(s).
Select Sr.No# File Name Description Type Size Contents* File # Of1 Date Modified
1 Concept Ch-072902-File1of1.rtf rtf 803 KB Content 1 2010-02-02
Download Selected Files
Download All Files
Cancel
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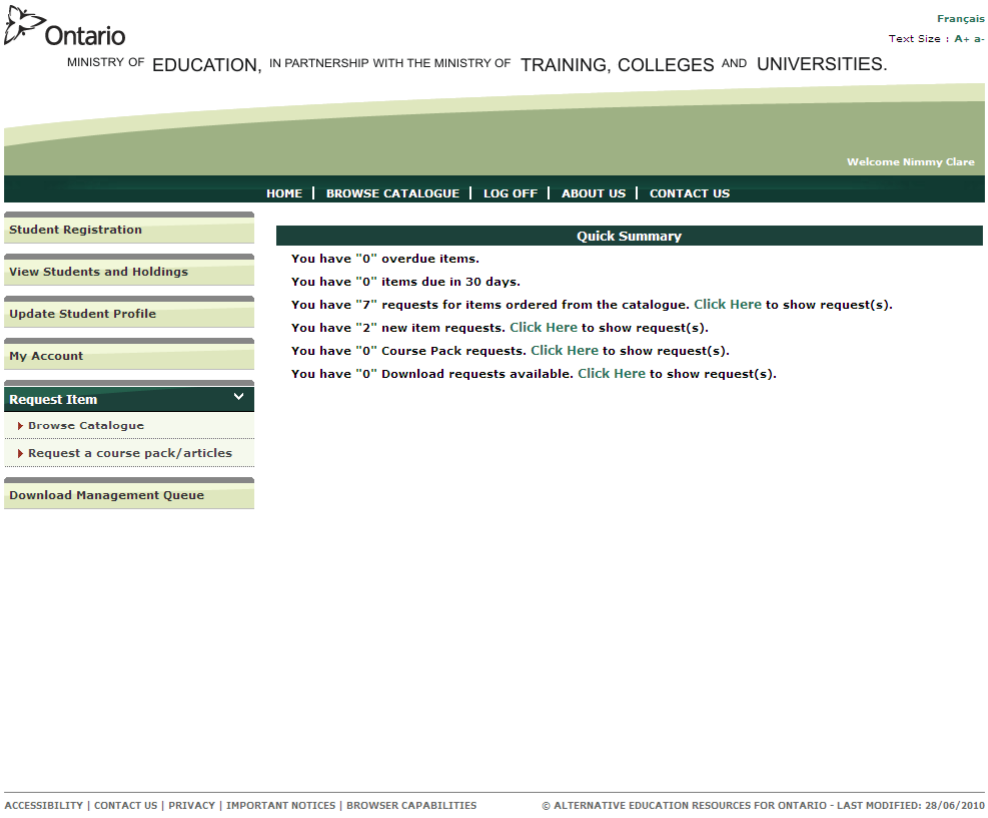
Requesting a Non-Course Pack/Article Item

To Order an Item for a Student:

1. From the **Advisor Home Page** screen, move your mouse to the **Request Item** menu item. This will display the two menu sub-items **Browse Catalogue** and **Request a Course Pack/Articles**. Click on **Browse Catalogue**. This will display the **Browse Catalogue** screen.

Figure: Advisor Home Page Screen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Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Browse Catalogue
Request a course pack/articles
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "7" requests for items ordered from the catalogue. Click Here to show request(s).
You have "2" new item requests. Click Here to show request(s).
You have "0" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).
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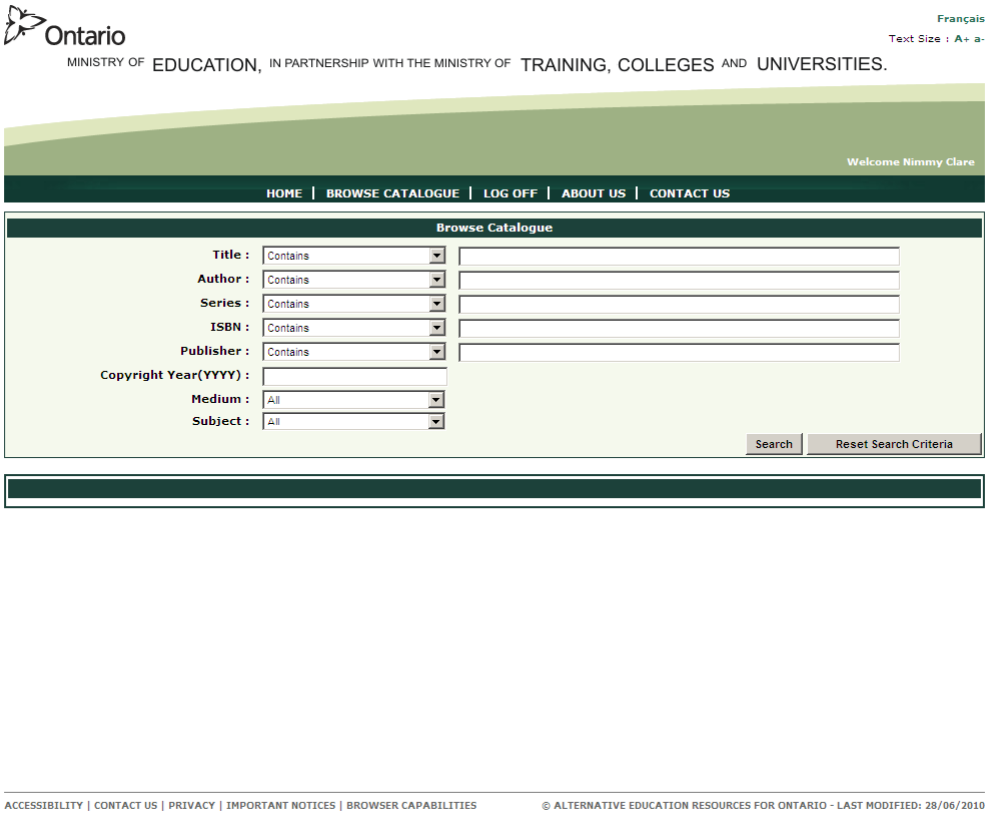
2. On the **Browse Catalogue** screen, you must search for the item you are trying to order. To do this, enter valid search criteria in the appropriate fields for the item you are trying to find and then click on **Search**. This will result in a display of the list of items that matched your search criteria. One or multiple matched items will either be found or it is possible that nothing matches your search criteria. If the correct title appears but you need a different variation of that item (ie: in a different medium or different copyright year, etc.), then add this particular requirement to your search and click on **Search** again. Finally, if the item you are searching for is in the list of found items, **continue with step 3 below. If no items are found, skip to step 5.**

Figure: Browse Catalogue Screen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Title : Contains
Author : Contains
Series : Contains
ISBN : Contains
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Medium : All
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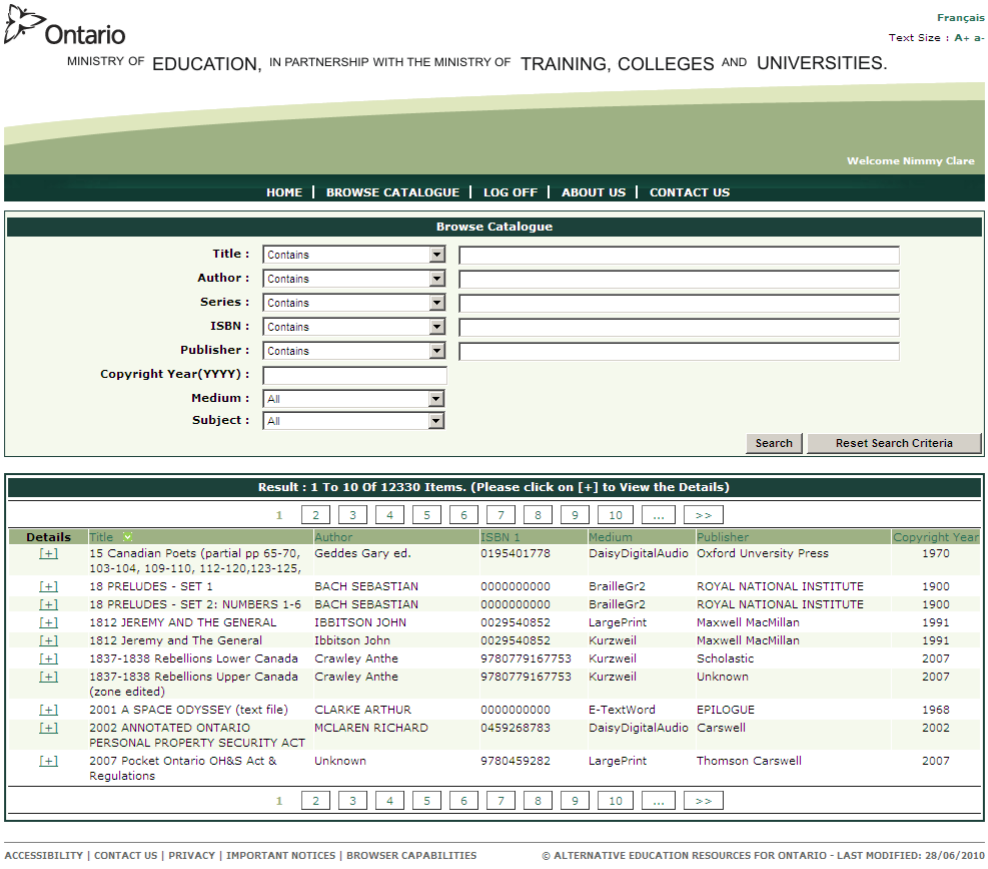
3. On the Browse Catalogue screen with the list of found items, identify the specific item that you wish to order. Click on the **Details** icon to the left of the specific item. This will display the **Item Detail** screen.

Figure: Browse Catalogue Screen (with list of found items)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Browse Catalogue
Title : Contains
Author : Contains
Series : Contains
ISBN : Contains
Publisher : Contains
Copyright Year(YYYY) :
Medium : All
Subject : All
Search
Reset Search Criteria
Result : 1 To 10 Of 12330 Items. (Please click on [+] to View the Details)
1 2 3 4 5 6 7 8 9 10 ... >>
Details Title Author ISBN 1 Medium Publisher Copyright Year
[+] 15 Canadian Poets (partial pp 65-70, 103-104, 109-110, 112-120,123-125, Geddes Gary ed. 0195401778 DaisyDigitalAudio Oxford Unversity Press 1970
[+] 18 PRELUDES - SET 1 BACH SEBASTIAN 0000000000 BrailleGr2 ROYAL NATIONAL INSTITUTE 1900
[+] 18 PRELUDES - SET 2: NUMBERS 1-6 BACH SEBASTIAN 0000000000 BrailleGr2 ROYAL NATIONAL INSTITUTE 1900
[+] 1812 JEREMY AND THE GENERAL IBBITSON JOHN 0029540852 LargePrint Maxwell MacMillan 1991
[+] 1812 Jeremy and The General Ibbitson John 0029540852 Kurzweil Maxwell MacMillan 1991
[+] 1837-1838 Rebellions Lower Canada Crawley Anthe 9780779167753 Kurzweil Scholastic 2007
[+] 1837-1838 Rebellions Upper Canada (zone edited) Crawley Anthe 9780779167753 Kurzweil Unknown 2007
[+] 2001 A SPACE ODYSSEY (text file) CLARKE ARTHUR 0000000000 E-TextWord EPILOGUE 1968
[+] 2002 ANNOTATED ONTARIO PERSONAL PROPERTY SECURITY ACT MCLAREN RICHARD 0459268783 DaisyDigitalAudio Carswell 2002
[+] 2007 Pocket Ontario OH&S Act & Regulations Unknown 9780459282 LargePrint Thomson Carswell 2007
1 2 3 4 5 6 7 8 9 10 ... >>
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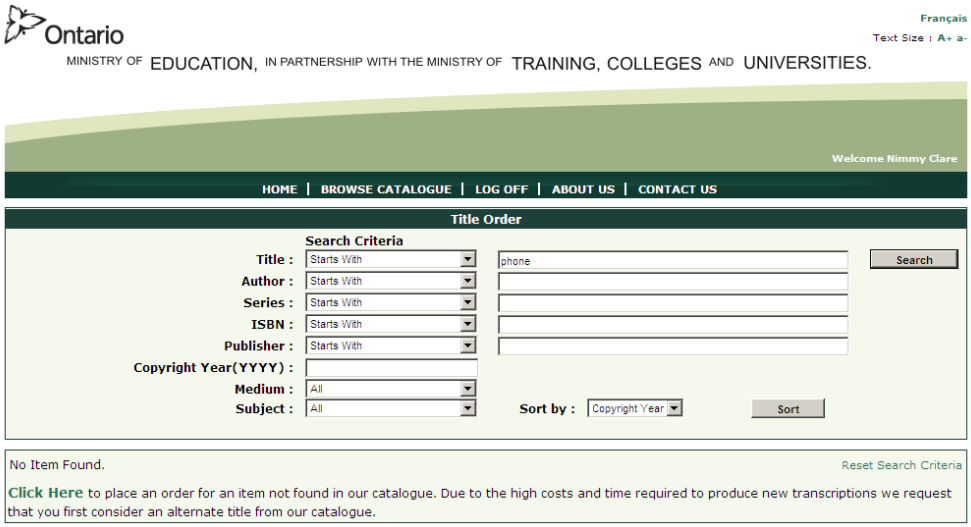
4. On the **Item Detail** screen, review the item details to confirm that you have selected the correct item. If it is indeed the correct item, click on **Order Item**. This will display the **Student Selection** screen. (If the item turns out not to be the correct item, click on **Close** and repeat step 2 above). Go to step 7 below.

Figure: Item Detail Screen

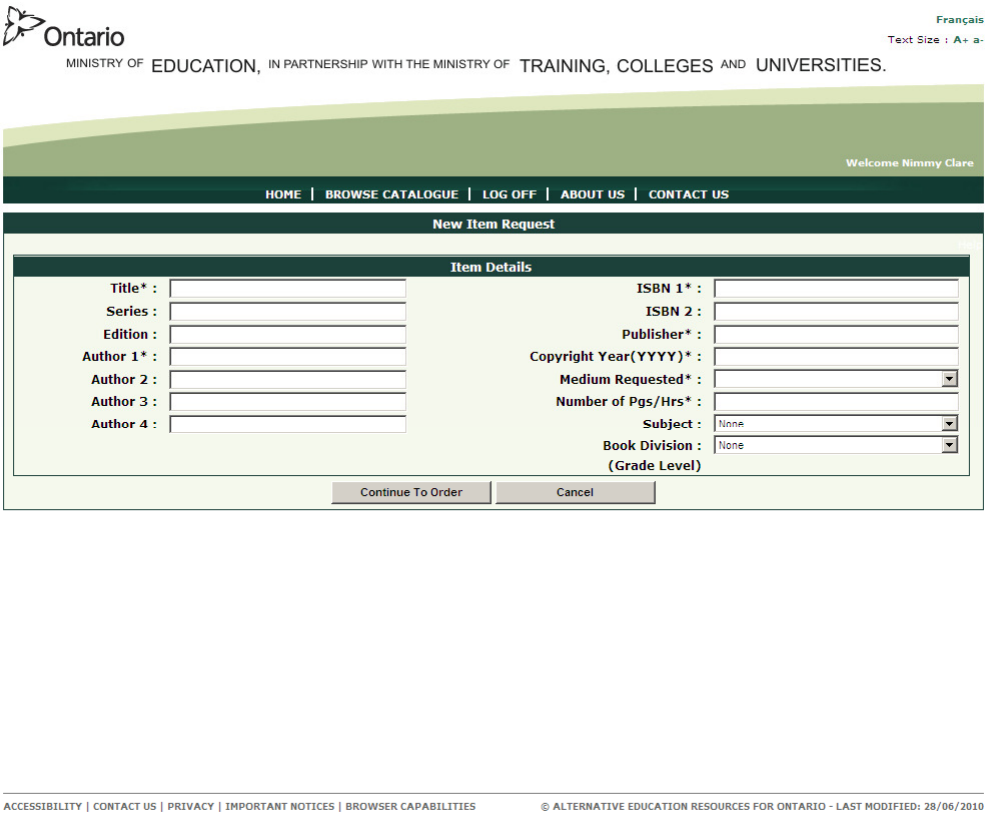
Order Item
Close
Item Details
Title : Living in the environment
Publisher : Thomas Nelson Inc
Subtitle 1 :
Subtitle 2 :
Subtitle 3 :
Subtitle 4 :
Series :
Edition : 2nd Canadian Edition
Author 1 : Miller G. Tyler
Author 2 : Hackett Dave
Author 3 :
Author 4 :
ISBN 1 : 0176501843
ISBN 2 : 9780176501846
Copyright Year(YYYY) : 2011
Medium Requested : Braille Gr 1
Subject : ENVIRONMENT
Total Number of Chapters : 0
Total Number of Pages : 690
Total Number of Hours : 0
Book Division(Grade Level) : None

5. On the Browse Catalogue screen with the message at the bottom indicating "No Item Found", click on **Click Here**. This will display the **New Item Request** screen. (You are encouraged to try and find an item that is in the catalogue if possible, to save on the valuable and limited resources of the Resource Services Library…however if your circumstances do not permit this, you may proceed to request the production of all new items).

Figure: No Item Found


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Title Order
Search Criteria
Title : Starts With phone
Author : Starts With
Series : Starts With
ISBN : Starts With
Publisher : Starts With
Copyright Year(YYYY) :
Medium : All
Subject : All
Search
Sort by : Copyright Year
Sort
No Item Found.
Reset Search Criteria
Click Here to place an order for an item not found in our catalogue. Due to the high costs and time required to produce new transcriptions we request that you first consider an alternate title from our catalogue.

6. On the **New Item Request** screen, enter all relevant information for the item you require into the appropriate fields. Once this is complete, click on **Continue To Order**. This will display the **Student Selection** screen.

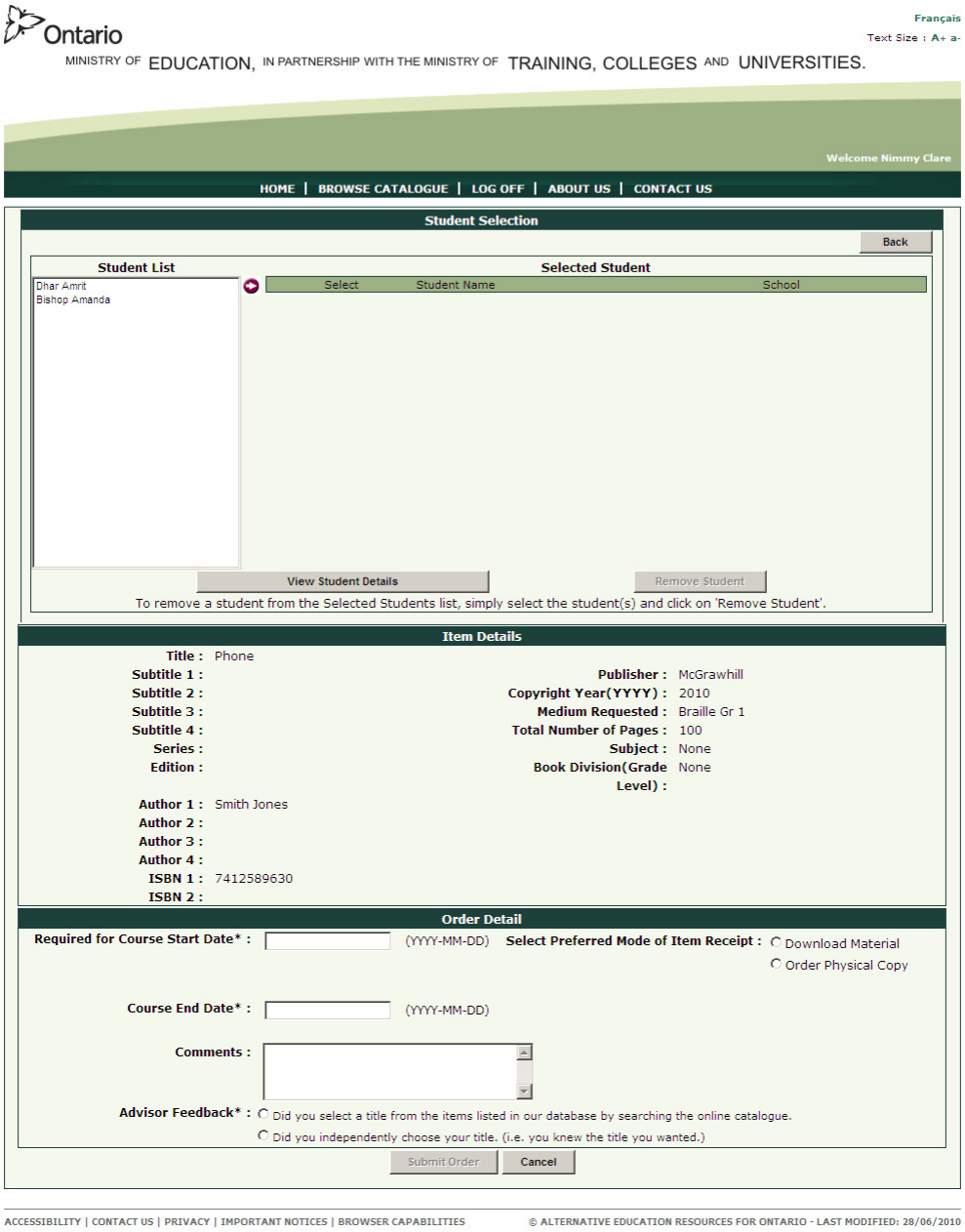


7. On the **Student Selection** screen, go to the **Student List** and click on a student for whom the current item is being ordered.
8. Click on the right arrow to add this student to the **Selected Students** list box.

Screen Notes (Student Selection):

- If the selected student does not have the medium of the requested item in their student profile, a red message will appear below the student's name indicating "*Medium not in student profile. Add this medium?". Selecting "Yes" will cause the medium to automatically get added to the student's profile. Selecting "No" will leave the student's profile as is.
- If the selected student already has an order in the system for the same item (in the same medium), a red message will appear below the student's name indicating "*Duplicate Request". Furthermore, upon clicking on "Submit", you will be presented with an extra confirmation message stating "One or more of the selected students has an order in the system for this title in the same medium. Would you like to proceed with this order anyway?".

Figure: Student Selection Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Selection
Back
Student List
Selected Student
Dhar Amrit
Bishop Amanda
Select
Student Name
School
View Student Details
Remove Student
To remove a student from the Selected Students list, simply select the student(s) and click on 'Remove Student'.
Item Details
Title : Phone
Subtitle 1 :
Subtitle 2 :
Subtitle 3 :
Subtitle 4 :
Series :
Edition :
Author 1 : Smith Jones
Author 2 :
Author 3 :
Author 4 :
ISBN 1 : 7412589630
ISBN 2 :
Publisher : McGrawhill
Copyright Year(YYYY) : 2010
Medium Requested : Braille Gr 1
Total Number of Pages : 100
Subject : None
Book Division(Grade Level) : None
Order Detail
Required for Course Start Date* : (YYYY-MM-DD)
Select Preferred Mode of Item Receipt : Download Material
Order Physical Copy
Course End Date* : (YYYY-MM-DD)
Comments :
Advisor Feedback* : Did you select a title from the items listed in our database by searching the online catalogue.
Did you independently choose your title. (i.e. you knew the title you wanted.)
Submit Order
Cancel
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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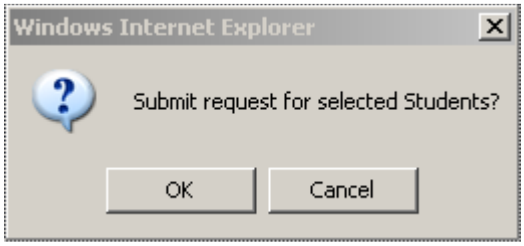
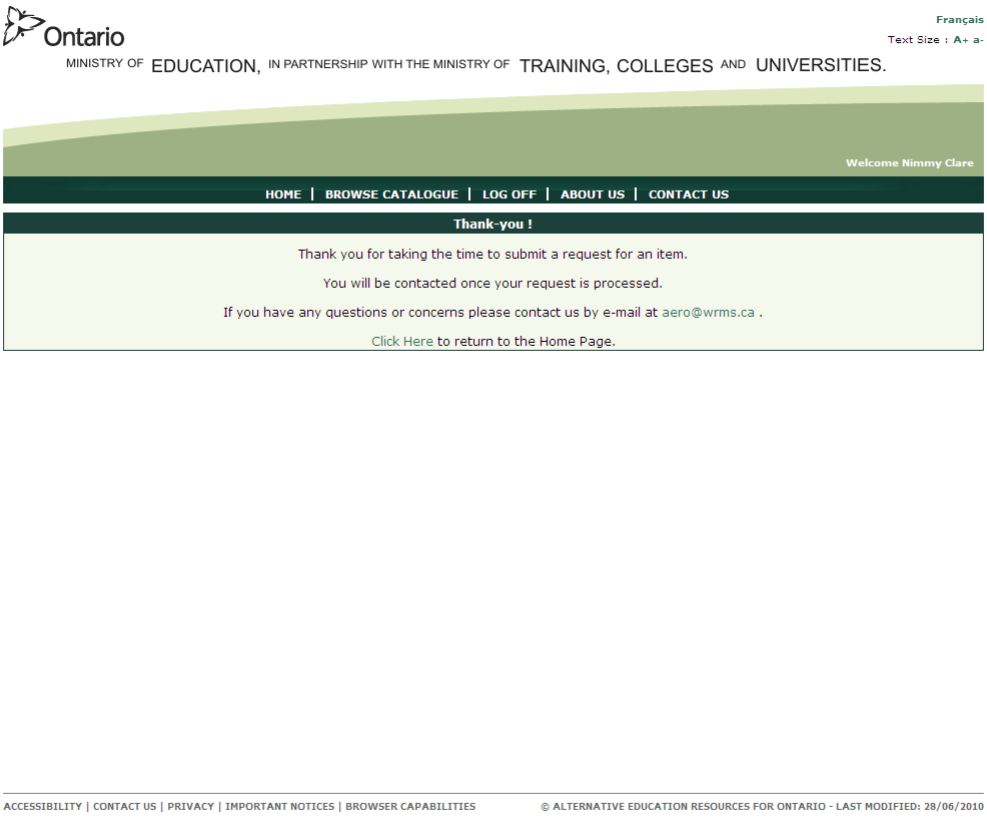
9. You will now note that the student that you just selected has been added to the **Selected Students** list box. If you would like to order this identical item for more students, simply repeat steps 7 to 9 above. If you have completed the selection of students, proceed to step 11.
10. Enter the **Required for Course Start Date**.
11. Enter the **Course End Date**.
12. Enter any special instructions or information in the **Comments** text box.
13. Select one of the radio buttons to reflect the correct answer in the **Advisor Feedback** section.
14. If all information on this screen is correct, click on the **Submit Order** button. This will display the **Submit Order Confirmation** window.
15. On the **Submit Order Confirmation** window, click on **OK** to continue. This will display the **Order Submitted Confirmation** window. (Clicking on **Cancel** will return you to the **Student Selection** screen).

Figure: Submit Order Confirmation Window



16. On the **Order Submitted Confirmation** window, simply click on **Click Here** and you will be returned to the **Advisor Home Page** screen. Your order is now complete.

Figure: Order Submitted Confirmation Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Thank-you !
Thank you for taking the time to submit a request for an item.
You will be contacted once your request is processed.
If you have any questions or concerns please contact us by e-mail at aero@wrms.ca .
Click Here to return to the Home Page.
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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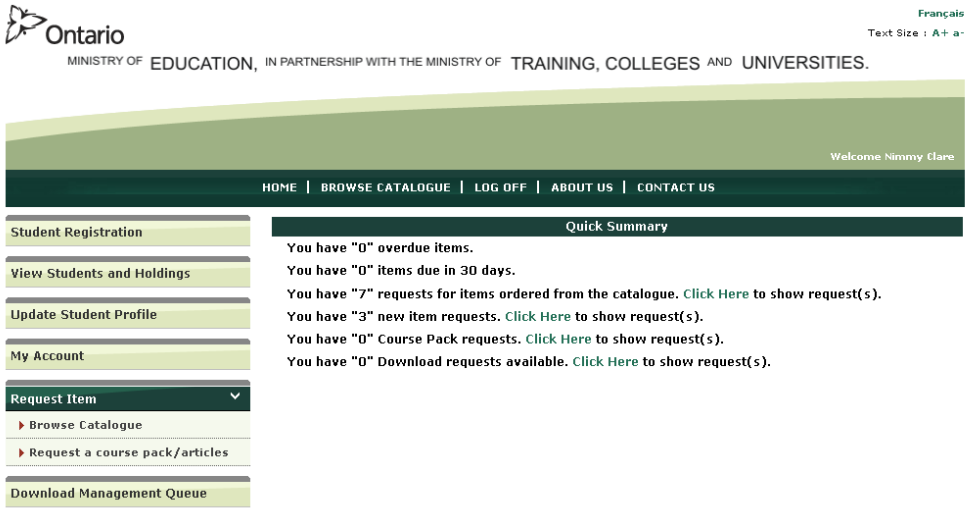
Requesting a Course Pack/Article Item

To Order an Item for a Student:

1. From the Advisor Home Page screen, move your mouse pointer over the **Request Item** menu option. This will display the two menu sub-items **Browse Catalogue** and **Request a Course Pack/Articles**. Click on **Request a Course Pack/Articles**. This will display the **Course Pack Confirmation** screen.

Figure: Advisor Home Page Screen

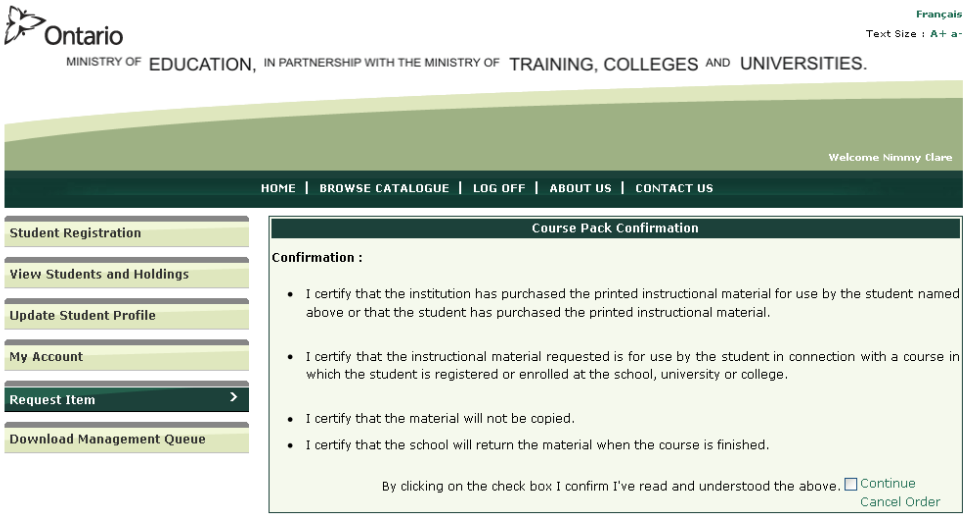

Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Browse Catalogue
Request a course pack/articles
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "7" requests for items ordered from the catalogue. Click Here to show request(s).
You have "3" new item requests. Click Here to show request(s).
You have "0" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).

2. On the **Course Pack Confirmation** screen, review the pre-requisite conditions, and if you are in agreement, click on the check box and then click on **Continue**. This will display the **Request a Course Pack / Article** screen.

Screen Notes (Course Pack Confirmation):

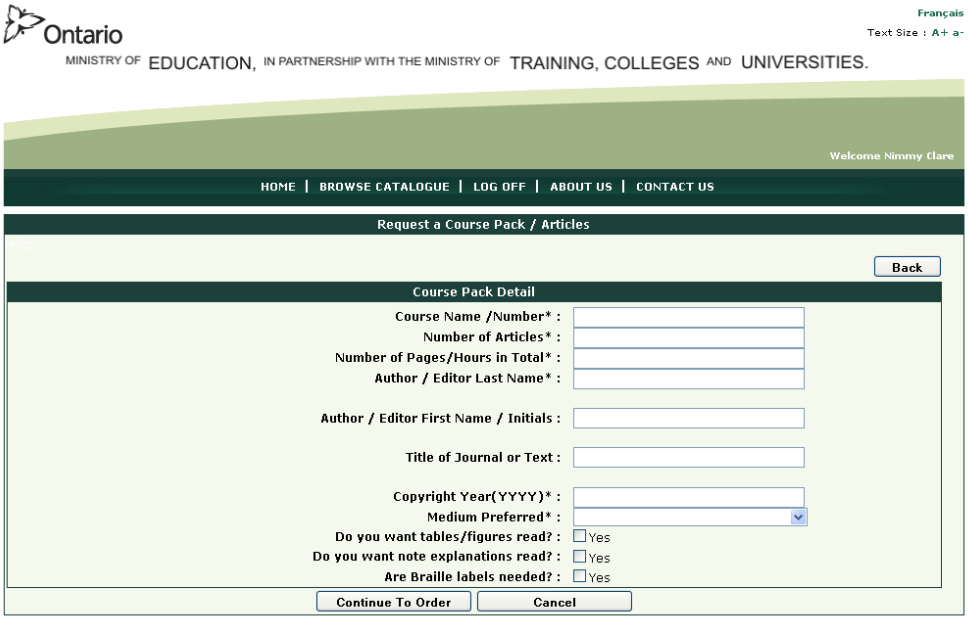
- If the student for whom you are about to order does not meet the pre-requisite conditions indicated, click on **Cancel** and this will return you to the **Advisor Home Page** screen.

Figure: Course Pack Confirmation


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Course Pack Confirmation
Confirmation :
I certify that the institution has purchased the printed instructional material for use by the student named above or that the student has purchased the printed instructional material.
I certify that the instructional material requested is for use by the student in connection with a course in which the student is registered or enrolled at the school, university or college.
I certify that the material will not be copied.
I certify that the school will return the material when the course is finished.
By clicking on the check box I confirm I've read and understood the above.
Continue
Cancel Order

3. On the **Request a Course Pack / Article** screen, enter in the required information in all of the appropriate fields. Once done, click on **Continue To Order**. This will display the **Student Selection** screen.

Figure: Request a Course Pack / Article Screen

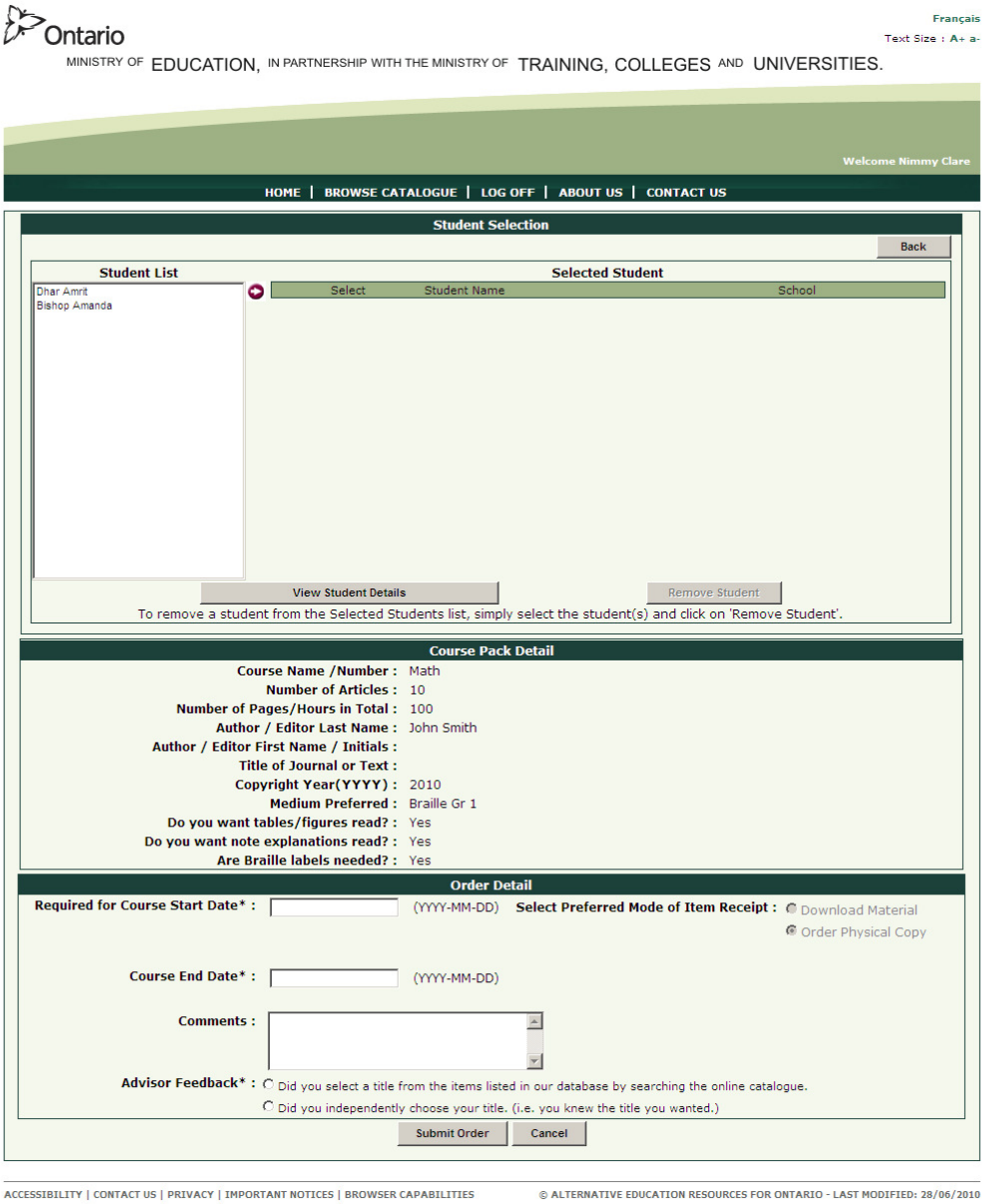

Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Request a Course Pack / Articles
Back
Course Pack Detail
Course Name /Number* :
Number of Articles* :
Number of Pages/Hours in Total* :
Author / Editor Last Name* :
Author / Editor First Name / Initials :
Title of Journal or Text :
Copyright Year(YYYY)* :
Medium Preferred* :
Do you want tables/figures read? : Yes
Do you want note explanations read? : Yes
Are Braille labels needed? : Yes
Continue To Order
Cancel

4. On the **Student Selection** screen, go to the **Student List** and click on a student for whom the current item is being ordered.
5. Click on the right arrow to add this student to the **Selected Students** list box.

Screen Notes (Student Selection):

- If the selected student does not have the medium of the requested item in their student profile, a red message will appear below the student's name indicating "*Medium not in student profile. Add this medium?". Selecting "Yes" will cause the medium to automatically get added to the student's profile. Selecting "No" will leave the student's profile as is.

Figure: Student Selection Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Selection
Back
Student List
Selected Student
Dhar Amrit
Bishop Amanda
Select
Student Name
School
View Student Details
Remove Student
To remove a student from the Selected Students list, simply select the student(s) and click on 'Remove Student'.
Course Pack Detail
Course Name /Number : Math
Number of Articles : 10
Number of Pages/Hours in Total : 100
Author / Editor Last Name : John Smith
Author / Editor First Name / Initials :
Title of Journal or Text :
Copyright Year(YYYY) : 2010
Medium Preferred : Braille Gr 1
Do you want tables/figures read? : Yes
Do you want note explanations read? : Yes
Are Braille labels needed? : Yes
Order Detail
Required for Course Start Date* : (YYYY-MM-DD)
Select Preferred Mode of Item Receipt : Download Material
Order Physical Copy
Course End Date* : (YYYY-MM-DD)
Comments :
Advisor Feedback* : Did you select a title from the items listed in our database by searching the online catalogue.
Did you independently choose your title. (i.e. you knew the title you wanted.)
Submit Order
Cancel
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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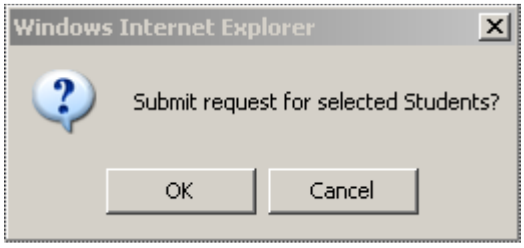
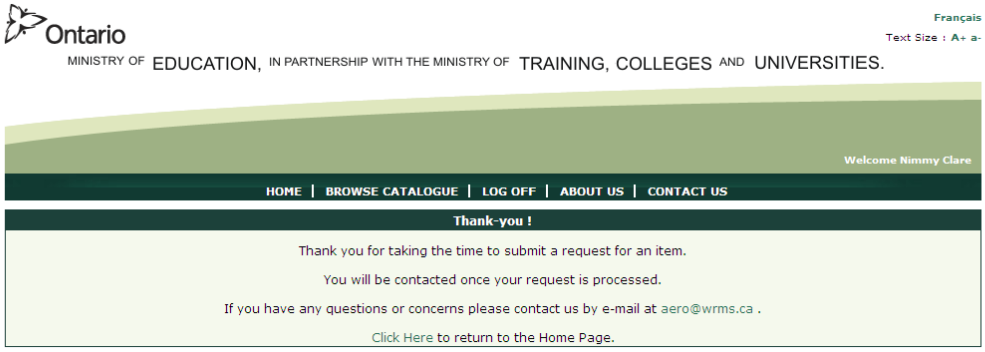
6. On the **Student Selection** screen you will now note that the student that you just selected has been added to the **Selected Students** list box. If you would like to order this identical item for more students, simply repeat steps 4 and 5 above. If you have completed the selection of students, proceed to step 8.
7. Enter the **Required for Course Start Date**.
8. Enter the **Course End Date**.
9. Enter any special instructions or information in the **Comments** text box.
10. Select one of the radio buttons to reflect the correct answer in the **Advisor Feedback** section.
11. If all information on this screen is correct, click on the **Submit Order** button. This will display the **Submit Order Confirmation** window.
12. On the **Submit Order Confirmation** window, click on **OK** to continue. This will display the **Order Submitted Confirmation** window. (Clicking on **Cancel** will return you to the **Student Selection** screen).

Figure: Submit Order Confirmation Window



13. On the **Order Submitted Confirmation** window, simply click on **Click Here** and you will be returned to the **Advisor Home Page** screen. Your order is now complete.

Figure: Order Submitted Confirmation Screen

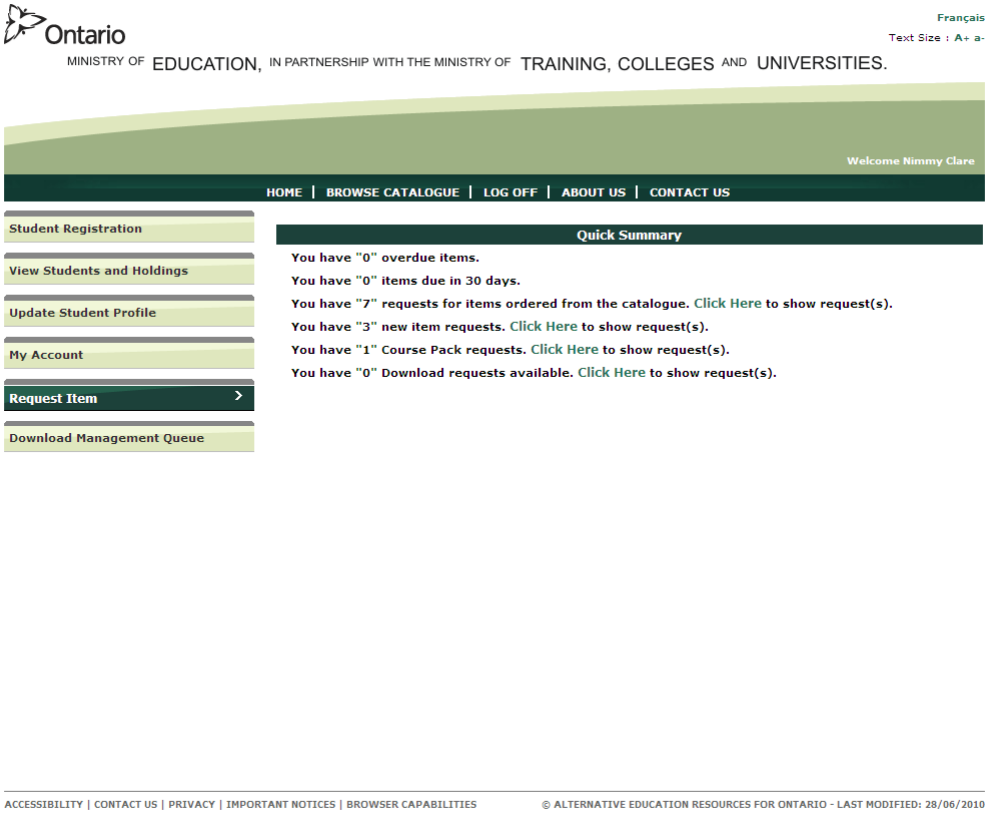

Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Thank-you !
Thank you for taking the time to submit a request for an item.
You will be contacted once your request is processed.
If you have any questions or concerns please contact us by e-mail at aero@wrms.ca .
Click Here to return to the Home Page.

View a Student's Holdings

To View a Student's Current Library Material Holdings:

1. From the Advisor Home Page screen, click on the **View Students & Holdings** menu item. This will display the **Student Holdings Summary** screen.

Figure: Advisor Home Page Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "7" requests for items ordered from the catalogue. Click Here to show request(s).
You have "3" new item requests. Click Here to show request(s).
You have "1" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).
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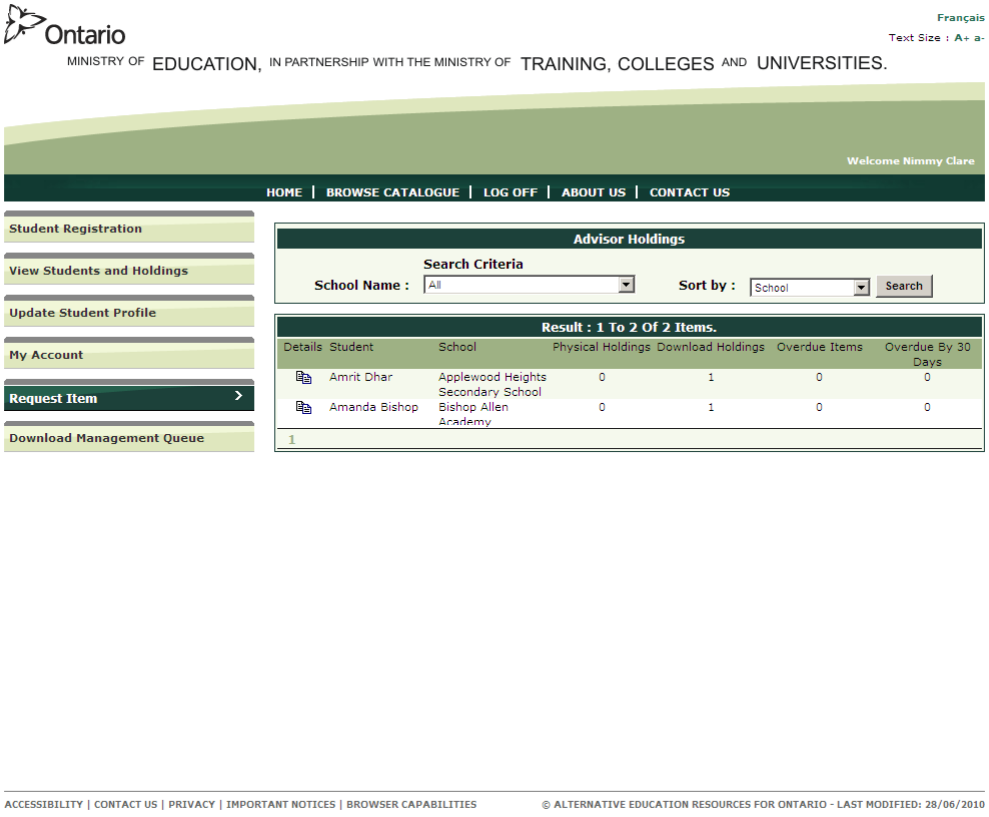
2. On the **Student Holdings Summary** screen, the default view will show you the complete list of all of your registered students. This screen shows a summary of the number of Physical holdings and Download Holdings for each student as well as how many such items are overdue and how many such items are overdue by 30 days or more. To see the detailed holdings for a particular student, click on the Details icon to the left of that specific student. This will display the **Student Holdings Detail** screen.

Figure: Student Holdings Summary Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Advisor Holdings
Search Criteria
School Name : All
Sort by : School
Search
Result : 1 To 2 Of 2 Items.
Details Student School Physical Holdings Download Holdings Overdue Items Overdue By 30 Days
Amrit Dhar Applewood Heights Secondary School 0 1 0 0
Amanda Bishop Bishop Allen Academy 0 1 0 0
1
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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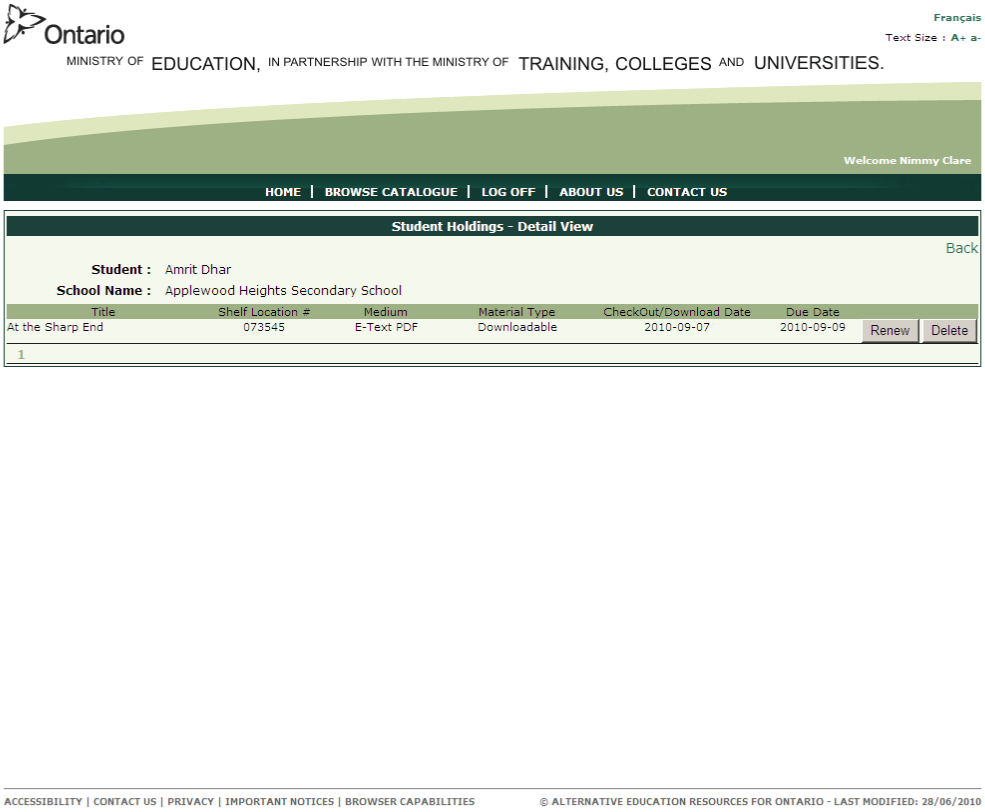
3. On the **Student Holdings Detail** screen, you will see the list of library material currently loaned to the student or downloaded by student. You also have the ability to request a renewal from this screen for specific loaned or downloaded items (details of the Renewal Request process are covered in the section **Requesting Renewals**).
4. To return to the previous page, click on **Back**.

Figure: Student Holdings Detail Screen

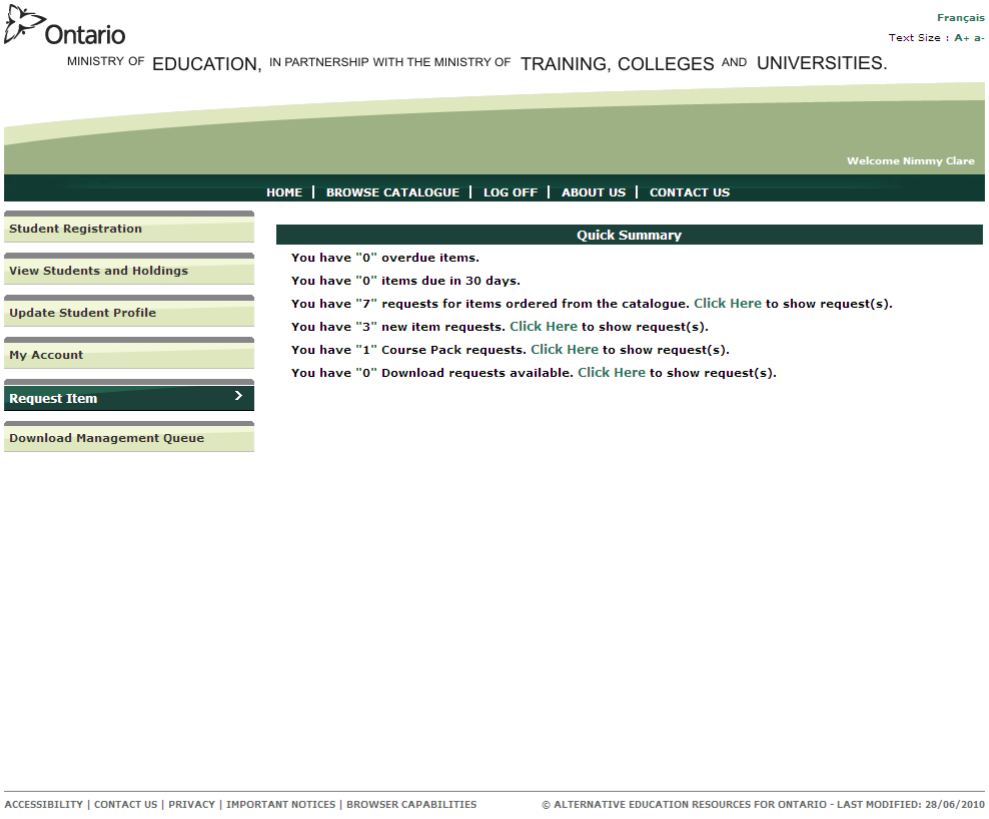


Requesting Renewals

To Request a Renewal for an Item Already on Loan to a Student or Downloaded for a Student :

1. From the Advisor Home Page screen, click on the **View Students & Holdings** menu item. This will display the **Student Holdings Summary** screen.

Figure: Advisor Home Page Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "7" requests for items ordered from the catalogue. Click Here to show request(s).
You have "3" new item requests. Click Here to show request(s).
You have "1" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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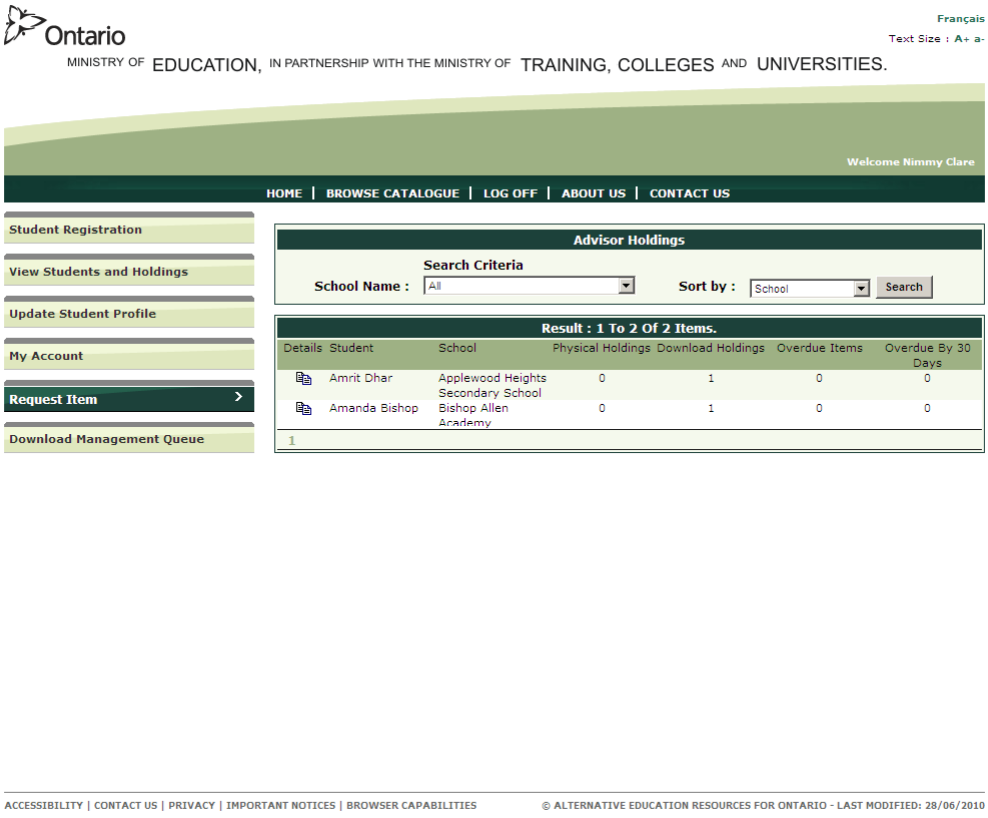
2. On the **Student Holdings Summary** screen, the default view will show you the complete list of all of your registered students. Locate the student for whom you wish to request a renewal. Click on the **Details** icon to the left of that specific student. This will display the **Student Holdings Detail** screen.

Figure: Student Holdings Summary Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Advisor Holdings
Search Criteria
School Name : All
Sort by : School
Search
Result : 1 To 2 Of 2 Items.
Details Student School Physical Holdings Download Holdings Overdue Items Overdue By 30 Days
Amrit Dhar Applewood Heights Secondary School 0 1 0 0
Amanda Bishop Bishop Allen Academy 0 1 0 0
1
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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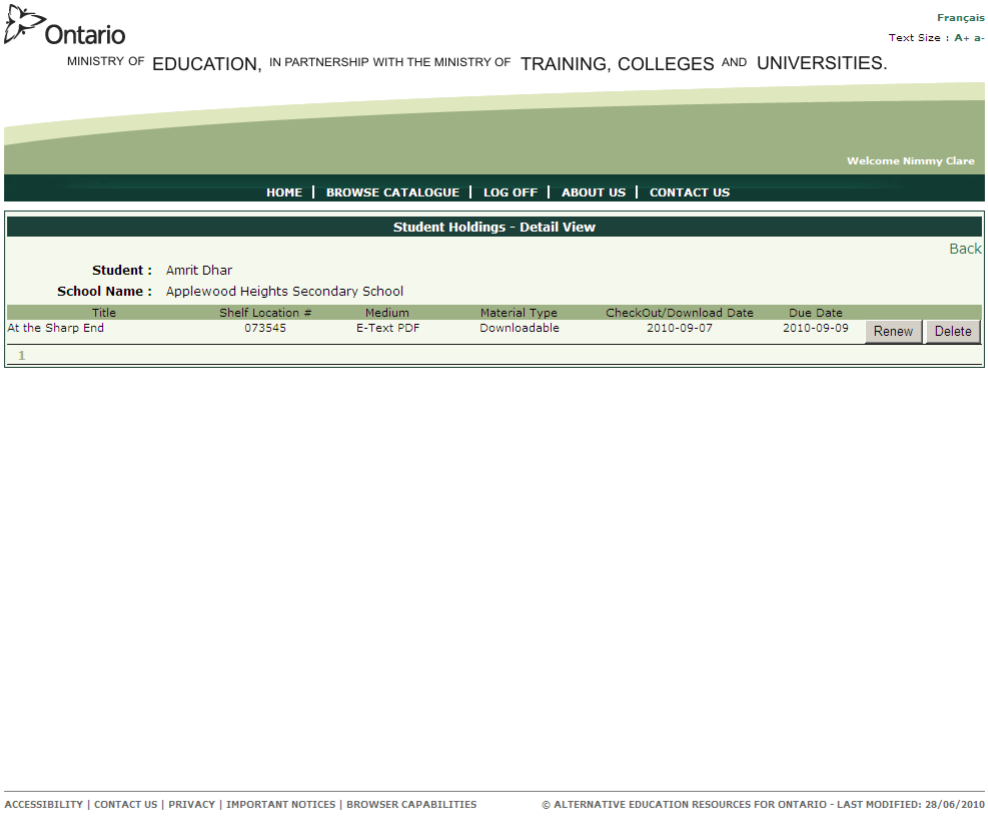
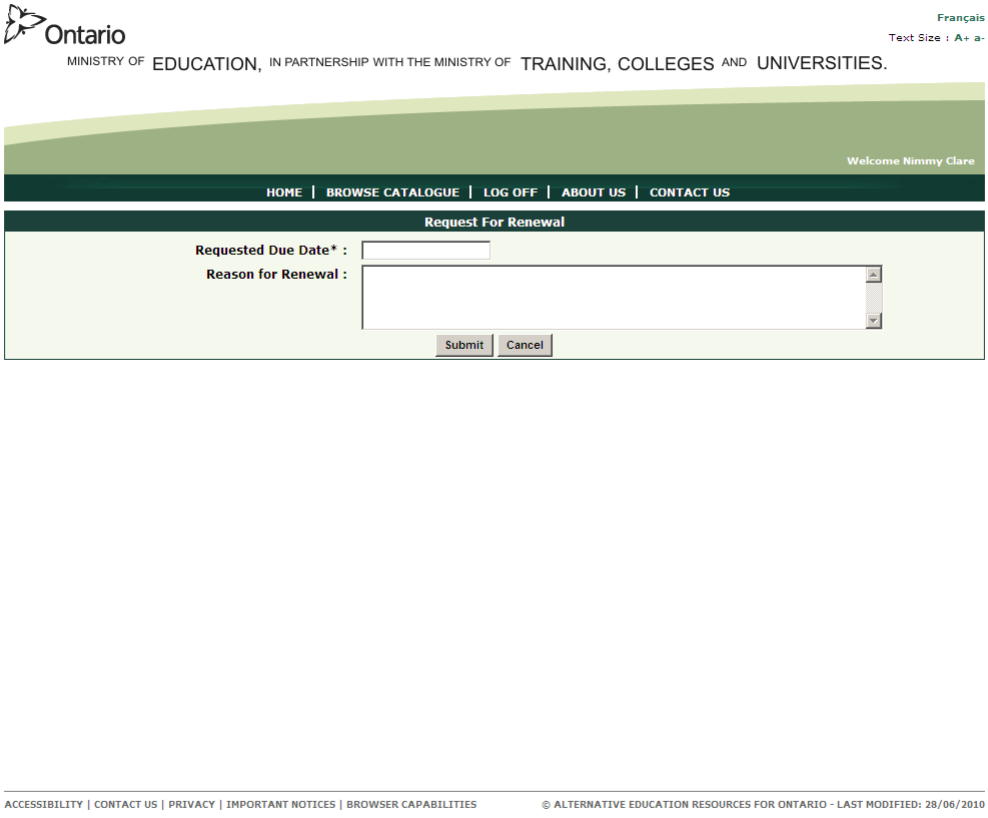
3. On the **Student Holdings Detail** screen, you will see the list of library materials currently loaned to the student or downloaded for the student. Locate the item for which you want to request the renewal and then click on **Renew** to the right of that particular item. This will display the **Request for Renewal** screen. You can also request for renewal of downloaded item files from **Download Management Queue** screen. Please refer to step 7 for requesting renewal of downloaded item files from Download Management Queue screen.

Figure: Student Holdings Detail Screen



4. On the **Request for Renewal Request** screen, enter the **Requested Due Date** and enter the **Reason for Request**. Then click on **Submit**. This will display the **Renewal Request Acknowledgement** screen as in Step 5, if you are requesting a renewal for Physical copy. If you are requesting a renewal for Downloaded Item files, Renewal Request Approval screen will be displayed as in Step 6. Please note, renewal request date should not be more than one year of the item download date.

Figure: Request for Renewal Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Request For Renewal
Requested Due Date* :
Reason for Renewal :
Submit
Cancel
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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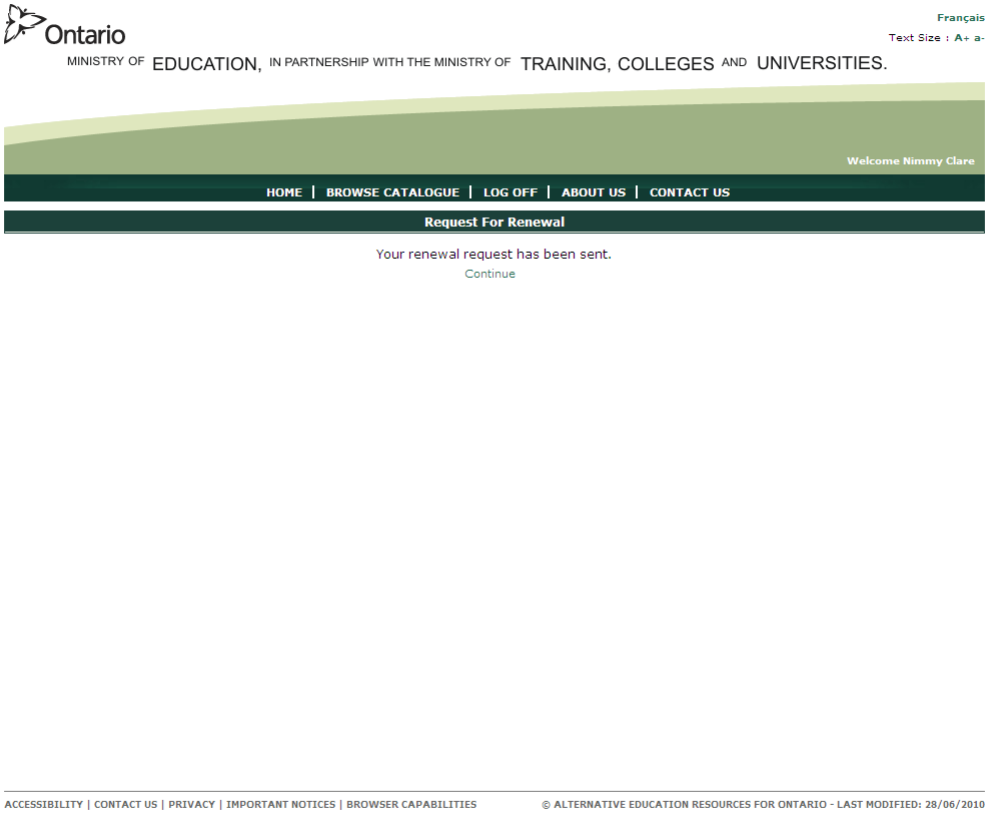
5. On the **Renewal Request Acknowledgement** screen, click on **Continue**. This will return you to the **Advisor Home Page** screen. You have successfully submitted the request for renewal. Once processed by Resource Services Library staff, if your request is granted, the **Due Date** will automatically be updated. If your request is denied, you will receive an e-mail notification from the Resource Services Library.

Figure: Renewal Request Acknowledgement Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Request For Renewal
Your renewal request has been sent.
Continue
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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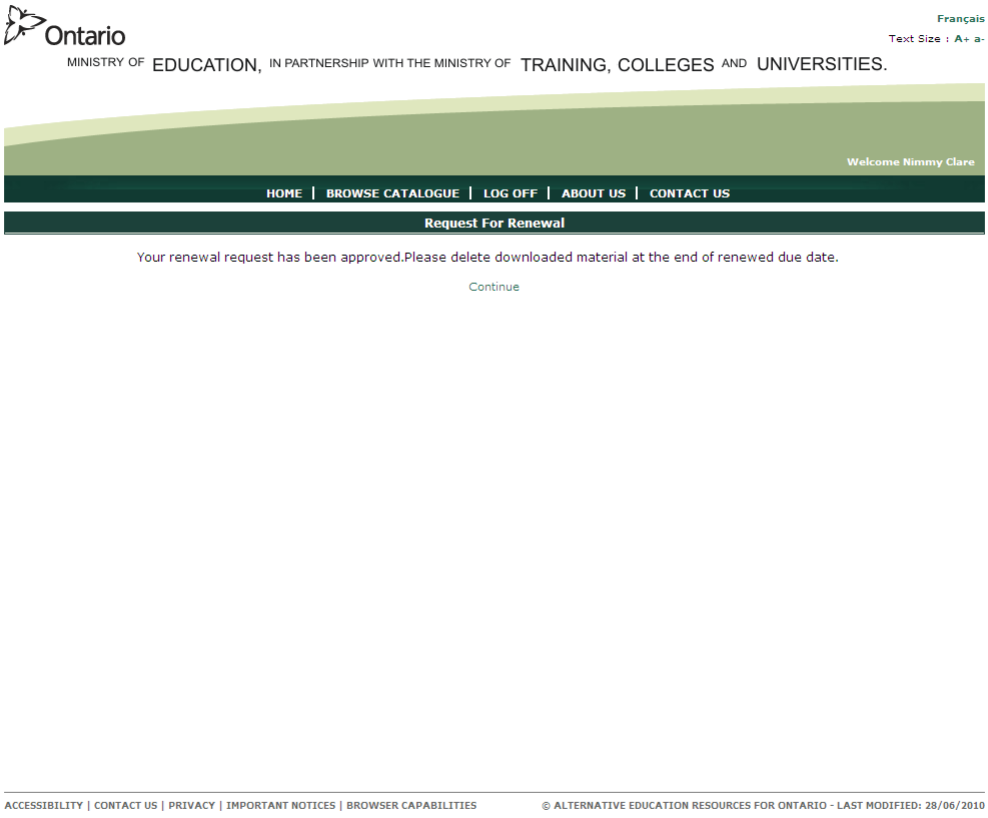
6. On the **Renewal Request Approval** screen, click on **Continue**. This will return you to the **Student Holdings Detail** screen. Your renewal request for the downloaded item files has been approved. The **Due Date** for renewed item will automatically be updated. Please make sure to delete all the downloaded item files at the end of the due date.

Figure : Renewal Request Approval Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Request For Renewal
Your renewal request has been approved.Please delete downloaded material at the end of renewed due date.
Continue
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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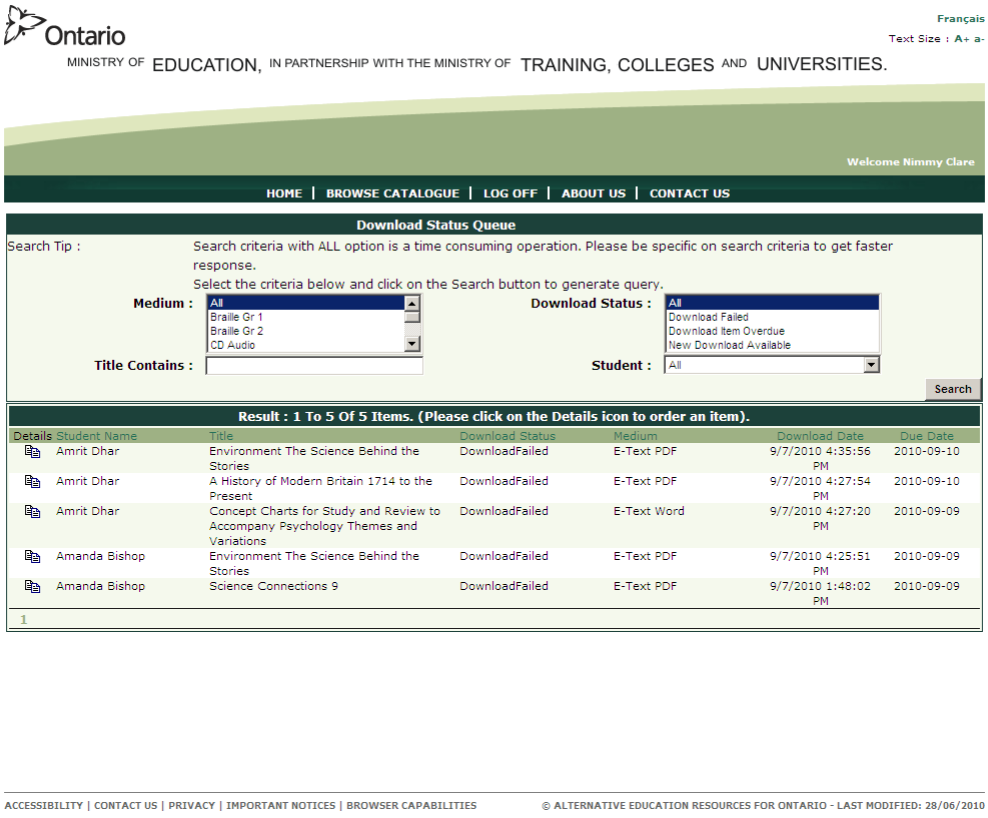
7. On the **Download Management Queue** screen, you will see the downloaded item files with status 'Download Item Overdue' displayed in red color to highlight that, these files are overdue. The list of library materials currently loaned to the student or downloaded for the student. Locate the item for which you want to request the renewal and then click on **Renew** to the right of that particular item. This will display the **Request for Renewal** screen. You can also request for renewal of downloaded item files from **Download Management Queue** screen. Please refer to step 7 for requesting renewal of downloaded item files from Download Management Queue screen.

Figure : Download Management Queue


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Download Status Queue
Search Tip : Search criteria with ALL option is a time consuming operation. Please be specific on search criteria to get faster response.
Select the criteria below and click on the Search button to generate query.
Medium : All, Braille Gr 1, Braille Gr 2, CD Audio
Download Status : All, Download Failed, Download Item Overdue, New Download Available
Title Contains :
Student : All
Search
Result : 1 To 5 Of 5 Items. (Please click on the Details icon to order an item).
Details Student Name Title Download Status Medium Download Date Due Date
Amrit Dhar Environment The Science Behind the Stories DownloadFailed E-Text PDF 9/7/2010 4:35:56 PM 2010-09-10
Amrit Dhar A History of Modern Britain 1714 to the Present DownloadFailed E-Text PDF 9/7/2010 4:27:54 PM 2010-09-10
Amrit Dhar Concept Charts for Study and Review to Accompany Psychology Themes and Variations DownloadFailed E-Text Word 9/7/2010 4:27:20 PM 2010-09-09
Amanda Bishop Environment The Science Behind the Stories DownloadFailed E-Text PDF 9/7/2010 4:25:51 PM 2010-09-09
Amanda Bishop Science Connections 9 DownloadFailed E-Text PDF 9/7/2010 1:48:02 PM 2010-09-09
1
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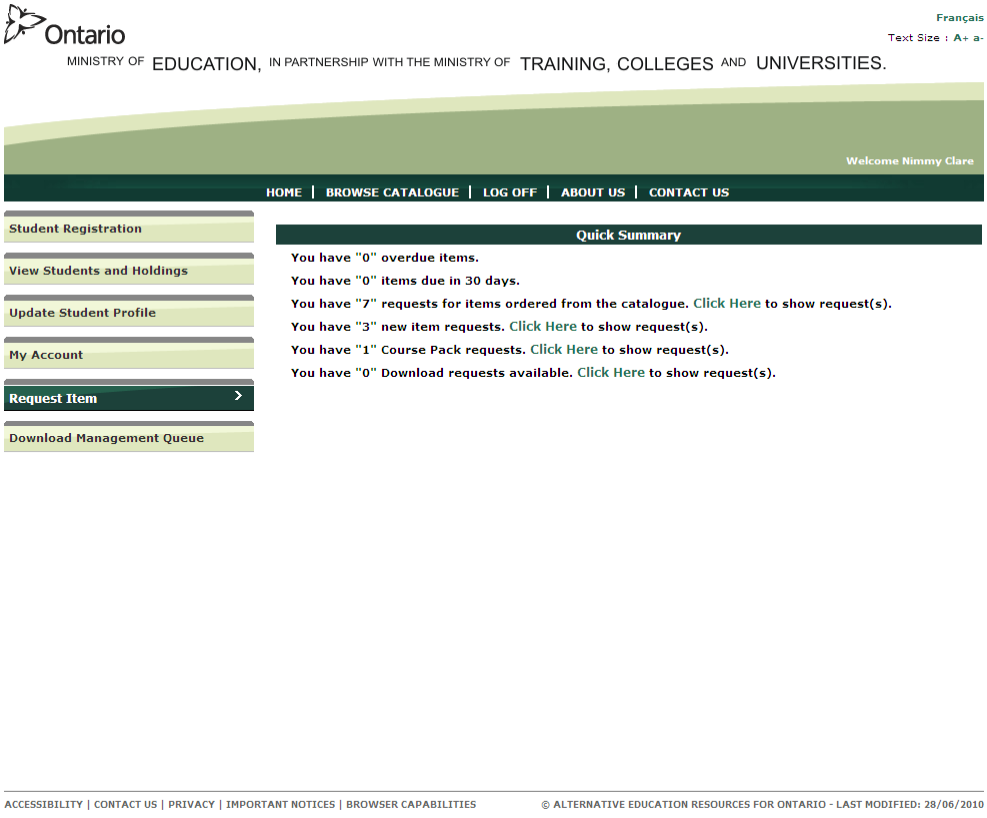
Updating a Student Profile

To Update a Student's Profile:

1. From the **Advisor Home Page** screen, click on the **Update Student Profile** menu item. This will display the **Student Listing** screen.

Figure: Advisor Home Page Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "7" requests for items ordered from the catalogue. Click Here to show request(s).
You have "3" new item requests. Click Here to show request(s).
You have "1" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).
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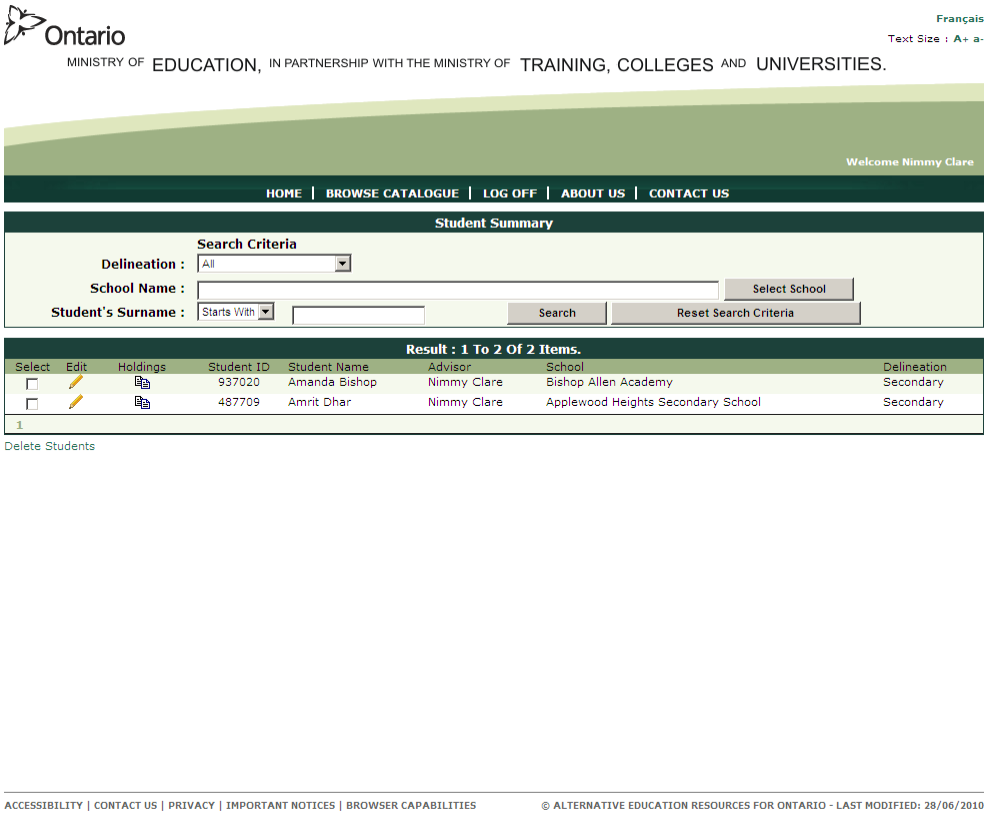
2. On the **Student Listing** screen, the default view will show you the complete list of all of your registered students. Find the student for whom you wish to update the profile and then click on the **Edit** icon to the left of their name. This will display the **Modify Student Profile** screen. (Note that if you have a long list of students, you can enter student-specific information in any or all of the search criteria fields {**Delineation, School, or Student's Surname}** and click on the **Search** link to more speedily locate the student you want).

   Screen Notes (Student Listing):
   - From this screen you may also delete a student. To delete a student, click on the **Select** check box on the extreme left of the row with the student's name. Then click on **Delete Students**. Note that students with current orders or holdings cannot be deleted.

Figure: Student Listing Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Summary
Search Criteria
Delineation : All
School Name :
Select School
Student's Surname : Starts With
Search
Reset Search Criteria
Result : 1 To 2 Of 2 Items.
Select Edit Holdings Student ID Student Name Advisor School Delineation
937020 Amanda Bishop Nimmy Clare Bishop Allen Academy Secondary
487709 Amrit Dhar Nimmy Clare Applewood Heights Secondary School Secondary
1
Delete Students
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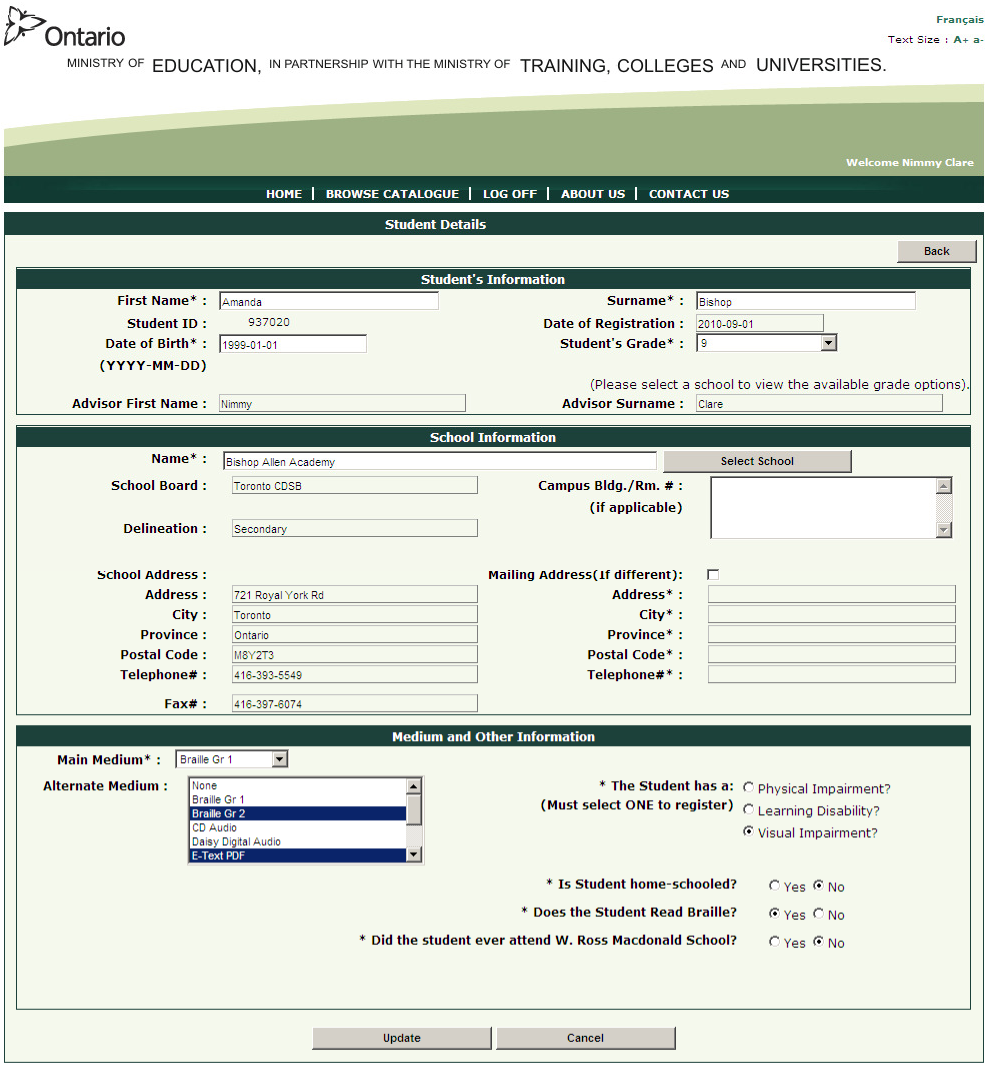
3. On the Modify Student Profile screen, update any of the information fields as required, and click on **Update**. This will display the **Update Changes Confirmation** screen.

Figure: Modify Student Profile Screen


Ontario
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Français
Text Size : A+ a-
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Details
Back
Student's Information
First Name* : Amanda
Surname* : Bishop
Student ID : 937020
Date of Registration : 2010-09-01
Date of Birth* : 1999-01-01
(YYYY-MM-DD)
Student's Grade* : 9
(Please select a school to view the available grade options).
Advisor First Name : Nimmy
Advisor Surname : Clare
School Information
Name* : Bishop Allen Academy
Select School
School Board : Toronto CDSB
Campus Bldg./Rm. # : (if applicable)
Delineation : Secondary
School Address :
Address : 721 Royal York Rd
City : Toronto
Province : Ontario
Postal Code : M8Y2T3
Telephone# : 416-393-5549
Fax# : 416-397-6074
Mailing Address(If different):
Address* :
City* :
Province* :
Postal Code* :
Telephone#* :
Medium and Other Information
Main Medium* : Braille Gr 1
Alternate Medium : None, Braille Gr 1, Braille Gr 2, CD Audio, Daisy Digital Audio, E-Text PDF
* The Student has a: (Must select ONE to register) Physical Impairment? Learning Disability? Visual Impairment?
* Is Student home-schooled? Yes No
* Does the Student Read Braille? Yes No
* Did the student ever attend W. Ross Macdonald School? Yes No
Update
Cancel
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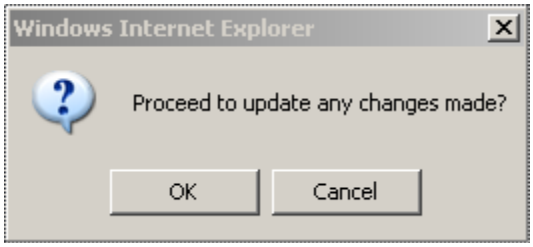
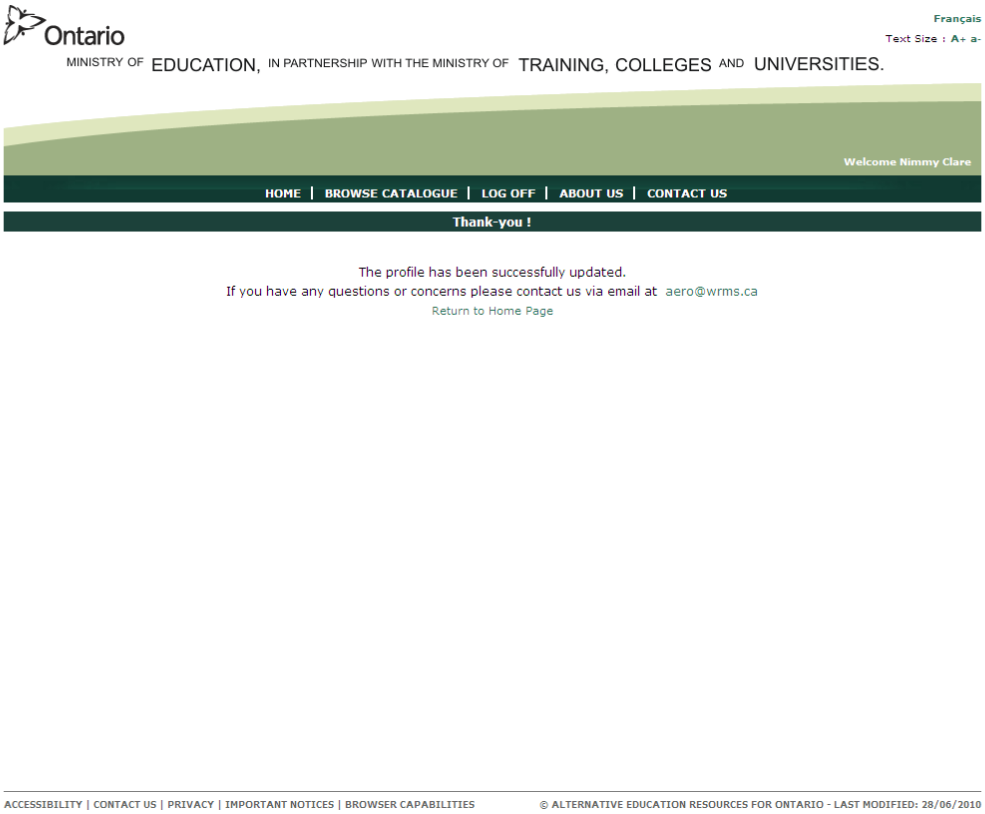
4. On the **Update Changes Confirmation** screen, click on **OK** to continue. This will display the **Profile Updated Acknowledgement** screen.

Figure: Update Changes Confirmation Screen



5. On the **Profile Updated Acknowledgement** screen, click on **Go To Advisor Home Page**. This will bring you back to the **Advisor Home Page** screen. You have successfully updated the student's profile.

Figure: Profile Updated Acknowledgement Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Thank-you !
The profile has been successfully updated.
If you have any questions or concerns please contact us via email at aero@wrms.ca
Return to Home Page
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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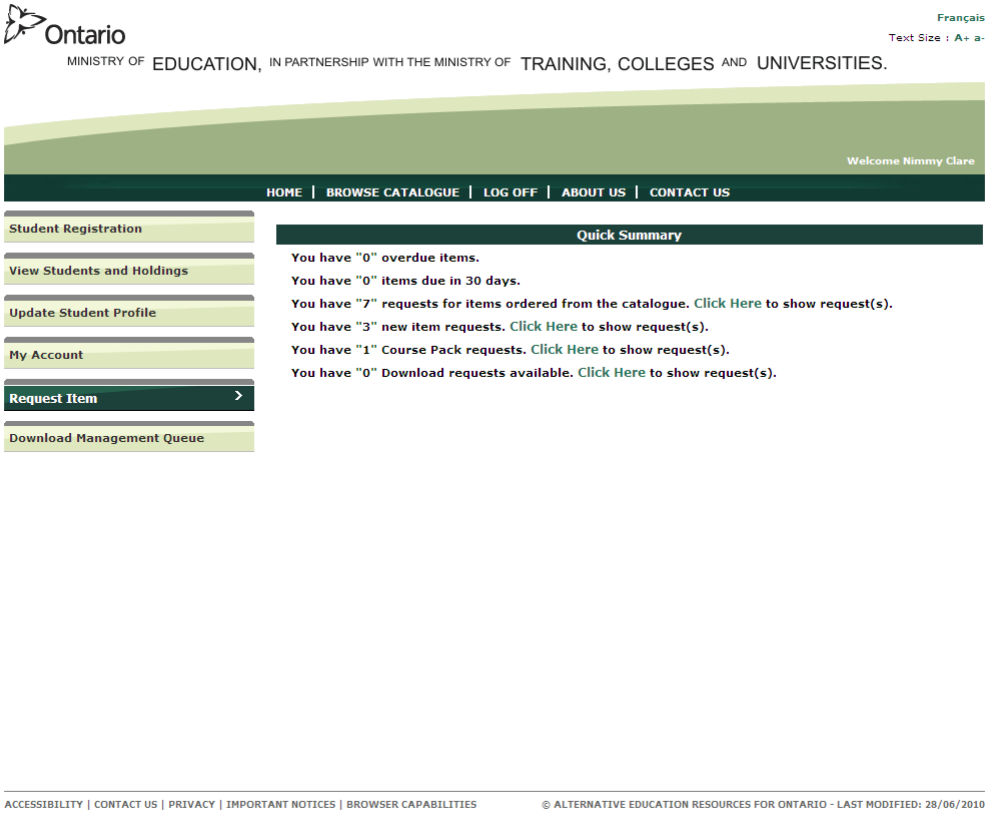
Updating the Advisor's Own Profile

To Update the Advisor's Own Profile:

1. From the **Advisor Home Page** screen, click on the **My Account** menu item. This will display the **Advisor Detail** screen.

Figure: Advisor Home Page Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Student Registration
View Students and Holdings
Update Student Profile
My Account
Request Item
Download Management Queue
Quick Summary
You have "0" overdue items.
You have "0" items due in 30 days.
You have "7" requests for items ordered from the catalogue. Click Here to show request(s).
You have "3" new item requests. Click Here to show request(s).
You have "1" Course Pack requests. Click Here to show request(s).
You have "0" Download requests available. Click Here to show request(s).
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2. On the **Advisor Detail** screen, update the information in the appropriate fields and then click on **Update Profile**. This will display the **Changes Updated Acknowledgement** screen.

   Screen Notes (Advisor Detail):
   - If you wish to change your Login User ID or your password, click on **Change Password / User ID**. This will display the **My Account Information** screen. On this screen, simply make the necessary changes and click on **Update**.
   - Note that your Login User ID is the same as your primary e-mail address. Changing your Login User ID will automatically update your primary e-mail address as well.

Figure: Advisor Detail Screen

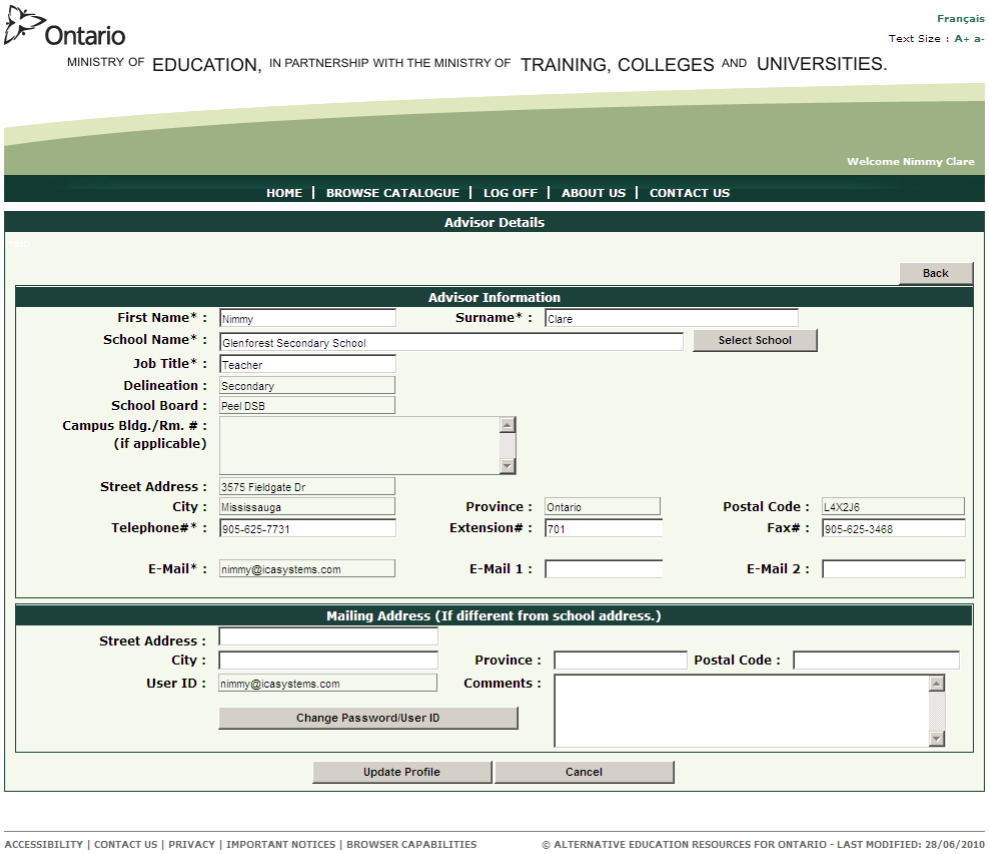
Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Advisor Details
Back
Advisor Information
First Name* : Nimmy
Surname* : Clare
School Name* : Glenforest Secondary School
Select School
Job Title* : Teacher
Delineation : Secondary
School Board : Peel DSB
Campus Bldg./Rm. # : (if applicable)
Street Address : 3575 Fieldgate Dr
City : Mississauga
Province : Ontario
Postal Code : L4X2J6
Telephone#* : 905-625-7731
Extension# : 701
Fax# : 905-625-3468
E-Mail* : nimmy@icasystems.com
E-Mail 1 :
E-Mail 2 :
Mailing Address (If different from school address.)
Street Address :
City :
Province :
Postal Code :
User ID : nimmy@icasystems.com
Comments :
Change Password/User ID
Update Profile
Cancel
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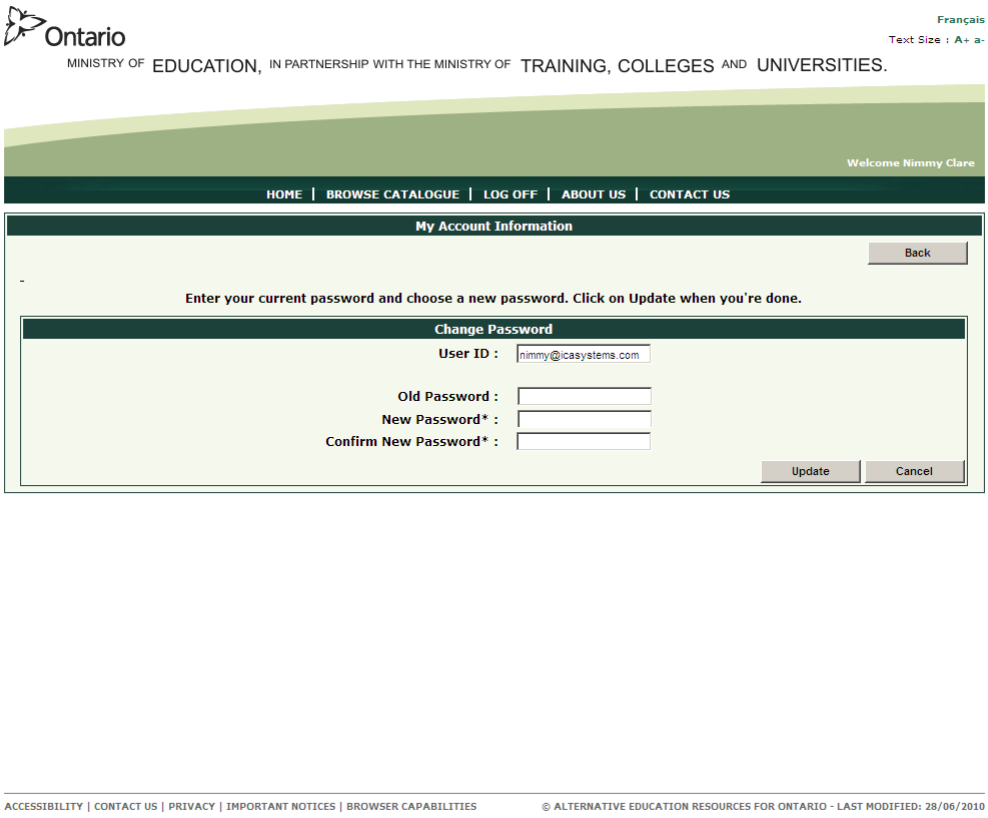
Figure: My Account Information Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
My Account Information
Back
Enter your current password and choose a new password. Click on Update when you're done.
Change Password
User ID :
nimmy@icasystems.com
Old Password :
New Password* :
Confirm New Password* :
Update
Cancel
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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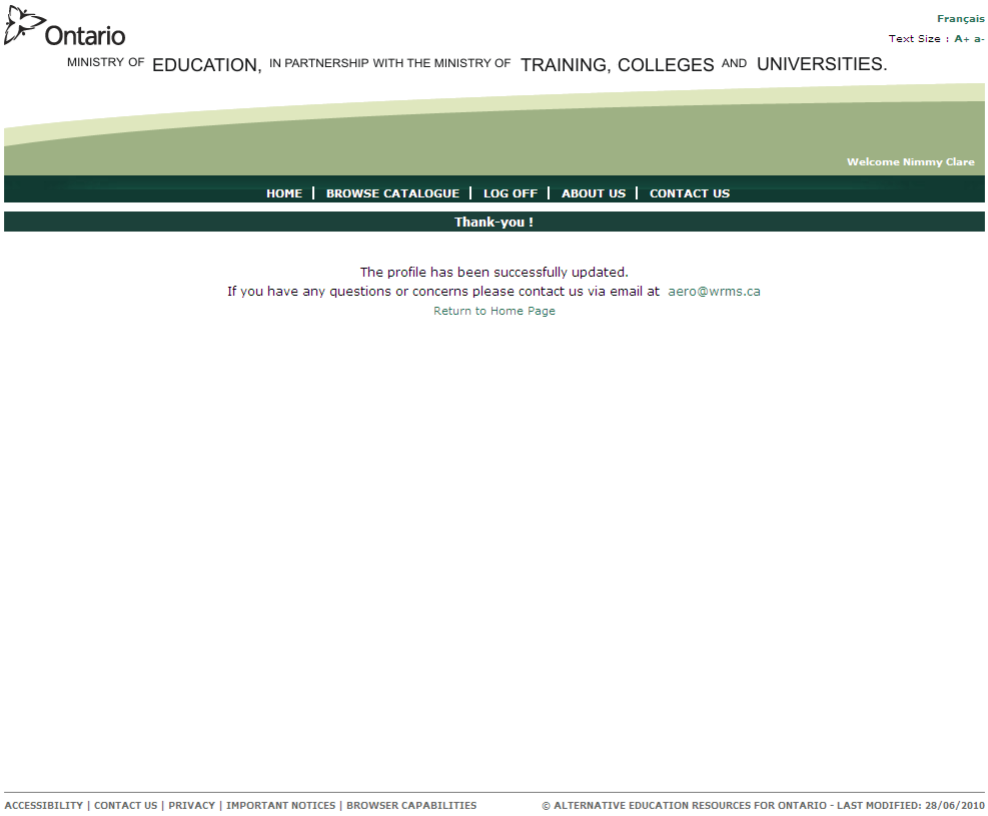
3. On the **Changes Updated Acknowledgement** screen, click on **Go to Home Page**. This will return you to the **Advisor Home Page** screen. You have successfully changed your account information.

Figure: Changes Updated Acknowledgement Screen


Ontario
Français
Text Size : A+ a-
MINISTRY OF EDUCATION, IN PARTNERSHIP WITH THE MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES.
Welcome Nimmy Clare
HOME | BROWSE CATALOGUE | LOG OFF | ABOUT US | CONTACT US
Thank-you !
The profile has been successfully updated.
If you have any questions or concerns please contact us via email at aero@wrms.ca
Return to Home Page
ACCESSIBILITY | CONTACT US | PRIVACY | IMPORTANT NOTICES | BROWSER CAPABILITIES
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